



**County of Summit Executive Office**  
**Entry Screening for the Prevention of COVID-19**

**Policy**

It is the policy of the Summit County Executive's Office to comply with safety guidelines that the Ohio Department of Public Health and Summit County Public Health provide in order to maintain a safe working environment. Entry screening is enacted to minimize the presence of illness and to prevent the spread of the COVID-19 Coronavirus. Every employee is valued and by checking temperatures, it is hoped that the working environment is healthier if employees are free of fever, which typically signals contagion. This policy is subject to change to reflect federal, state or local orders.

**Procedure**

- A. Daily questionnaire
- B. Temperature monitoring process at work
- C. Determination to work or return home

A. Daily Questionnaire

All persons entering the facility shall be asked the following questions. A Positive Answer to any of the below items will result in entry refusal.

1. Do you have any symptoms of respiratory infection? (fever, cough, shortness of breath)
  - If answer is NO- Proceed to question 2.
  - If answer is YES- Employee will be sent home.
    - The employee may return to work when they are no longer symptomatic (typically 24-hours).
    - The employee does not need to get doctor's note/release to return to work.
2. Have you traveled by airplane or outside the State of Ohio within the past 14 days?
  - If answer is NO-Proceed to question 3.
  - If answer is YES:
    - The employee will be required to stay home for 14-days from the date they traveled by airplane or re-entered the State of Ohio.
3. Have you been exposed to someone with confirmed COVID-19?
  - If answer is NO-Proceed to question 4.
  - If answer is YES and the employee does not have a fever, cough, or shortness of breath:
    - The employee will be required to stay home for 14-days from the date they were exposed to a confirmed case of COVID-19.
  - If the answer is YES and the employee currently has a fever, cough or shortness of breath:
    - The employee is required to contact their local health department.
4. Check employee's Temperature Self-Check Affidavit or take employee's temperature to determine if the employee has a temperature of 100° degrees F or lower and review the employee's Daily Entry Screening Questionnaire.

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- If all answers are NO-the employee may proceed to work.
- If any answers are YES-the employee will be sent home.
  - The employee may return to work when they are no longer symptomatic (typically 24-hours) or after their 14-day leave.

**B. Temperature Monitoring Process**

All personnel who have not taken their temperatures before arriving to work are required to report directly to testing site prior to proceeding to their work area. The thermal unit will take and record temperatures and the employee will deposit their Daily Entry Screening Questionnaire (DESQ) in the lock box.

1. Each employee being tested shall enter through the appropriate door or report to the designated test site (below\*) to have their temperature taken.
2. Each employee's temperature will be taken by the thermal unit.
  - a. The employees tested at work shall record the date and time of their temperature on their DESQ upon having their temperature taken.
  - b. If the temperature screen reflects a temperature 100° F or below the employee will be allowed to proceed to their work area.
  - c. Employees that have a temperature of 100.1° or above F will be tested again. If the temperature is still elevated the employee must contact HR.

**C. Determination to work or return home**

1. Employees that have a temperature 100° F or below will be allowed to proceed to work.
2. Employees that have a temperature above 100.1 F will be sent home.
3. If an employee is sent home, they may only return to work once they are fever free for 24-hours without the use of an anti-fever medication, meaning that the employee may return once the fever subsides on its own.
4. Test Monitors will report any elevations to the Human Resources Department and will deliver to HRD all of the completed DESQ forms.
5. The employer reserves the right to send anyone home exhibiting symptoms consistent with influenza or any other serious illness.

**Building Entry Door for Temperature Monitoring**

Ohio Building – 4<sup>th</sup> Floor near parking deck  
 Animal Control - Employee Entrance  
 DSSS Garage - Employee Entrance  
 Plant 29 - Main Entrance  
 Upper Tusc - Main Entrance

Russell M. Pry Building – 1<sup>st</sup> Floor lobby  
 Tallmadge – East Lobby near Deputies  
 Fishcreek - Main Entrance  
 Sweitzer - Main Entrance  
 Jail - Conference or Training Room

**Employees reporting to work after AM arrivals must still have temperature checked upon entering the building, if not self-checking.**

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## Daily Entry Screening Questionnaire

Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
Please Print

Agency/Department/Office \_\_\_\_\_

1. Do you have any symptoms of respiratory infection? (fever, cough, shortness of breath) \_\_\_\_\_
  - If answer is NO- Proceed to question 2.
  - If answer is YES- You will be sent home.
    - You may return to work when you are no longer symptomatic (typically 24-hours).
    - You do not need to get doctor's note/release to return to work.
2. Have you traveled by airplane or outside the State of Ohio within the past 14-days? \_\_\_\_\_
  - If answer is NO-Proceed to question 3.
  - If answer is YES:
    - You will be required to stay home for 14-days from the date you traveled by airplane or re-entered the State of Ohio.
3. Have you been exposed to someone with confirmed COVID-19? \_\_\_\_\_
  - If answer is NO-Proceed to question 4.
  - If answer is YES and you do not have a fever, cough, or shortness of breath:
    - You will be required to stay home for 14-days from the date you were exposed to a confirmed case of COVID-19.
  - If the answer is YES and you currently have a fever, cough or shortness of breath:
    - You are required to contact a physician and your local health department.
4. Did you check your temperature before arriving to work? \_\_\_\_\_
  - If the answer is NO-Please stop have your temperature checked and leave this form at temperature monitoring station.
  - If the answer is YES-Please leave your completed Temperature Self-Test Affidavit at the temperature monitoring station or scan and send to [HumanResources@summitoh.net](mailto:HumanResources@summitoh.net).

Employee \_\_\_\_\_  
Signature

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DO NOT WRITE BELOW THIS LINE – TO BE COMPLETED BY TEMPERATURE MONITOR

Determination: \_\_\_\_\_  
HR Test Monitor \_\_\_\_\_  
Print Signature



## Temperature Self-Test Affidavit

I, \_\_\_\_\_, attest to have taken my temperature before arriving to  
Print Name

work today, \_\_\_\_\_. I am reporting my temperature as below 100.1° Fahrenheit. I  
MM/DD/YYYY

understand that if my temperature registers 100.1° Fahrenheit or higher that I must stay home for the  
day and follow normal call-off protocol\*. I am aware that I may not return to work until I am fever-free  
for 24-hours, without the use of an anti-fever medication.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Received by HR Test Monitor

\_\_\_\_\_  
Date

\*Please call the Human Resources Department at 330-926 2500 to report your name and temperature.