



**DBM DIRECTION REGARDING  
ACCESS PROTOCOLS FOR ALL STATE OPERATED FACILITIES AND BUILDINGS  
EFFECTIVE 3/20/2020 (REVISED)**

These protocols may be amended as needed in response to rapidly changing circumstances related to COVID-19.

**Building entry protocol must be put into place in every State agency to protect employees, visitors, and those in the care and custody of the State. ALL individuals entering ALL State-operated facilities must be ASKED Initial Screening Questions.**

The Initial Screening Questionnaire script **must** be followed. The Questionnaire should **NOT** be handed to individuals to complete. The questions must be asked and the screener must attempt to maintain a distance of 6 feet while asking the questions. See attached.

**Access to State Office Buildings**

- Entry screening staff **MUST** be present at all entrances.
- Access will be controlled.
- Prior to entry all individuals (staff, visitors, vendors, contractors, etc.) must be ASKED the Initial Screening Questionnaire by entry screening staff.
- Individuals who answer **YES** to any question on the Initial Screening Questionnaire OR refuse to participate in the screening process **must** be denied access to the facility.
- Refusal by an employee to answer screening questions may result in the employee being placed on unauthorized leave without pay and may result in the imposition of disciplinary action.

**Congregate Care Facilities**

- Entry screening staff **MUST** be present at all entrances.
- Access will be restricted to employees only.
- Limited access will be allowed for essential delivery services
- Prior to entry all individuals must be ASKED the Initial Screening Questionnaire AND a temperature check **MUST** be conducted.
- Individuals who answer YES to any question on the Initial Screening Questionnaire OR have a temperature of 100.4° F [38° C.] or higher OR refuse to participate in the screening process must be denied access to the facility.
- Refusal by an employee to submit to a temperature check or answer screening questions may result in the employee being placed on unauthorized leave without pay and may result in the imposition of disciplinary action.

## INITIAL SCREENING QUESTIONNAIRE

**IMPORTANT: THE SCREENER SHOULD IMMEDIATELY STOP THE SCREENING AND DENY ACCESS TO ANY INDIVIDUAL WHO ANSWERS YES TO ANY SCREENING QUESTION.**

<b>For infection control purposes, I need to ask you a few questions:</b>	
Have you had any of the following <b>new</b> symptoms in the last seven days: fever or chills, cough ( <b>either new, or different than your usual cough</b> ), sore throat, shortness of breath, or any other flu-like symptoms?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In the past week, do you know if you have been in close (less than 6 feet), prolonged contact (more than 2-3 minutes) with someone with fever, cough, shortness of breath, flu-like symptoms, or a diagnosis of COVID-19?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>For congregant care facilities only</b> , no visitors are allowed. All employees and vendors or contractors on official business must submit to a temperature check. Is Temperature 100.4°F [38°C] or above?	<input type="checkbox"/> Yes <input type="checkbox"/> No  Record temperature check here: _____



Individuals who answer **YES** to **ANY** question on the Initial Screening Questionnaire **OR** have a temperature of 100.4°F [38°C] **OR** refuse to participate in the screening process **must** be denied access to the facility.

Name of Individual Seeking Access \_\_\_\_\_ (please print)

Access Determination \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Name of staff completing form \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
(Please print)