



## **PDC Operations**

### **Clinic COVID-19 Employee and Provider Screening**

**Background:** To prevent the potential spread of illness and for the safety of all, employees and providers will be screened **daily** by clinic leadership (or designee) and practice diligent self-monitoring.

**Clinic Leaders will complete screening at the beginning of each day, as staff and providers enter the building. Screeners can be any employee designated by clinic leadership. ALL PDC Employees and Providers must pass the screening daily in order to continue to their respective work area.**

**\*\*Employees/Providers are asked to monitor their temperature 2x/day, one should be during the front door screening\*\***

### **PDC Employee and Provider Screening Standard Work**

- **Provide hand sanitizer**
- **Masking** is essential, **hand the employee a mask, DO NOT** allow employee to reach in to box to obtain a mask.
- **Obtain Temperature** (must be less than 37.5 or 99.5 via infrared thermometer)
- **Screening question #1 (Symptoms questions):** Do you have any symptoms of flu-like illness or upper respiratory illness that have not been reviewed and cleared by employee health? (Runny nose, sore throat, cough, shortness of breath, headache, fever, muscle aches, fatigue, change in taste or smell), or any GI symptoms (nausea, vomiting, or diarrhea)? If answer is **YES or they are “unsure” about their symptoms, please ask employee to leave the building, notify their manager or VC/Dept Chair and contact the COVID hotline: 919-385-0429, Option 1.**
- **Screening question #2 (Exposure question):** **Outside of work**, have you had any close contact with someone known to have COVID that you have not already reported to Employee Health? **If YES, inform the employee/provider that they may continue to work while wearing a facemask as long as they remain symptom-free. Please ask the employee/provider to call the Duke Covid Hotline (919) 385-0429, option 1.**
- **If employee/provider pass both screening questions, provide designated “sticker of the day” for their badge to acknowledge that they have passed screening for the day. They must present this sticker if they leave and return to the building during the day. Sticker colors will change daily.**

## **Clinic Leaders**

- 1. If one (1) employee/provider screens positive in a clinical area, they are to follow the directions of EOHW and fill out the daily surveys that will be emailed to them via their Duke mailbox. If the same employee ultimately tests positive, in addition to the above instructions, please notify IP – Gina Green @ 919-451-8828.**
- 2. If multiple (two or more) employees/ providers screen and ultimately test positive, please notify Clinic Medical Director, PDC Regional Director, VP of Operations and PDC IP – Gina Green @ 919-451-8828. The clinic leadership will be asked to follow the guidance of PDC IP that may result in closing the clinic for a “terminal clean”.**