

August 28, 2020

Temperature Check and Health Screening Training and Guidance

Monitoring your health is important for the safety of all. Employees must monitor for symptoms every day before reporting to work. This document provides guidance on self-monitoring expectations. State employees receive a daily [Symptom Checker](#) from the university to assess for symptoms of COVID-19. County employees could use the [CIRAS Employee Self-Screening Tool](#).

Training

Read:

[Guidance and Expectations for In-person Education and Business](#)

[Guide for Returning to the Workplace](#)

page 4, section: "Self-Monitoring"

[Supervisor Workspace Plan](#)

page 7-8, section: "Health Self-Monitoring"

Special Indications Related to On-Campus Settings

All students, faculty, and staff are asked to complete the Symptom Checker self-check every morning to assess for symptoms of COVID-19, even those who continue to work remotely. For more information, visit the [Iowa State University COVID-19 Response](#) website frequently.

Special Indications Related to Off-Campus Settings

- Continue to provide online educational offering options whenever possible. Continuing to offer online access will help protect those who should continue to avoid gatherings, especially vulnerable community members.
- Use [COVID-19 Contact Information Spreadsheet](#) to track every single person who spends any amount of time in the office. This includes staff and members of the public. Maintain rosters for events, however, collecting contact information at large gatherings is likely not feasible.
- If an event is not held in a county office – check with the venue staff about requirements and adhere to any that are more stringent. However, if venue requirements are less stringent, the recommendation is to adhere to the ones articulated in this document.

Guidance

Stay home if you are sick.

- Self-monitor for [symptoms of COVID-19](#) identified by the CDC daily before going to work.

- If you are experiencing any symptoms potentially related to COVID-19, **do not report to work.**
- Notify supervisor.
- Consult with your health care provider.
- If you start feeling ill or develop symptoms while at work
 - Report illness to supervisor.
 - Leave office.
 - Consult with your health care provider.
 - Work with your supervisor to determine work from home options and leave options if you are not feeling well. Review leave options for [county employees](#) and [ISU employees](#).
 - Follow [CDC recommendations](#) and health care provider orders for home isolation and steps on when to return to work.
 - If you live with someone who is sick, notify supervisor and follow [CDC quarantine recommendations](#).
- If exposed to infected person, follow [current CDC recommendations for exposure](#).

Guidelines for Volunteers, Participants, and Community Members

- Post “[STOP. Not Feeling Well?](#)” signage on all main entrance doors. Follow [CDC recommendations for when a person can be around others after they have had, likely had, or have been around someone with COVID-19](#).
- Provide messaging (see Statements for Registration Forms and Websites below and on MyExtension) to participants before the event (via email or other trackable means) with guidelines for the event, see [Guidance and Expectations for In-person Education and Business](#) and [Guidance for Gatherings at Iowa State University](#).
- If a visitor becomes sick while in the office:
 1. Encourage ill person to contact health care provider
 2. Ask visitor to leave.
 3. Report illness to county extension office leadership
 4. Contact local public health department for guidance on next steps

Statements for Registration Forms and Websites

[COVID-19 Registration Statement](#) *(must be on registration forms)*

We are prioritizing the health and safety of Iowans and are following the most current federal, state, local, and university COVID-19 guidelines. Visit [Open for Iowa](#) to learn our protocols to keep Iowans healthy and safe. Participants are strongly encouraged to wear a cloth face covering when in the presence of others and unable to maintain a six-foot physical distance.

[COVID-19 Registration Thank You Message](#) *(for CPM or other thank you messages)*

Thank you for registering for XXXXX. Iowa State University Extension and Outreach is here for you – now and always. We take serving Iowans seriously, which is why we are prioritizing the health and safety of our community, participants, volunteers, and staff.

- *Please do not attend if you show any [symptoms as described by the Center for Disease Control](#).*

- **(use this statement for off-campus events **without** county face covering policy) We strongly encourage you to wear a cloth face covering when in the presence of others and unable to maintain a 6-foot physical distance.*
- **(use this statement for on campus events and county events **with** a county face covering policy) Face coverings are required when in the presence of others and unable to maintain a 6-foot physical distance.*
- *Please contact XXX if your registration plans have changed due to COVID-19 related situations.*

Please let us know if you have a question or concern. Together, we're building a #STRONGIOWA.

**Use one of the face coverings statements based on WHERE the event is held. See [Open for Iowa](#) for more information.*

Frequently Asked Questions:

Q: How do we know when we've been exposed to COVID-19?

Follow the CDC - Community Related Exposure guidance that is based on community exposure, for people exposed to people with known or suspected COVID-19 or possible COVID-19.

Q: What is the county protocol if a staff or volunteer tests positive for COVID-19? And/or if someone on the county 'visit' list tests positive?

County public health departments are automatically informed of any positive test in the county. If contact tracing that involves Extension is required, county public health will contact Extension. A person's positive test result is private information. If they share it with county leadership or staff, it should be kept strictly confidential. In the event of questions about this, contact county public health.

Q: Do we collect info on everyone that comes in, including people that are just there for a minute dropping things off?

Use the [COVID-19 Contact Information](#) Excel spreadsheet to collect contact information on every single person who goes through the office every single day, not just members of the public, but staff, council members, and volunteers.

Q: Could we have guidance on temperature checks for employees?

University guidance states that on-site temperature screening and symptom assessments are limited to frontline healthcare, public safety departments, and facilities. Therefore, we do not recommend checking temperatures of employees at this time. Review the [Guidance and Expectations for In-person Education and Business](#) for all events and employees of ISU Extension and Outreach. For campus events, review the [Guidance for Gatherings at Iowa State University](#) for more information.

If you are a county employee and feel your situation requires an exception, please talk with your regional director. Guidance from Whitfield & Eddy, extension council legal representation, will be posted on the [Iowa Extension Council Association](#) website when available.

Q: We have staff that have come to work sick in the past and I am concerned that they will not do a good job of self-screening. What can we do?

Reference [Staff Friendly Return to the Office, Aug. 10, 2020](#), for employee health and safety.

State employees receive a daily [Symptom Checker](#) from the university to assess for symptoms of COVID-19. County employees could use the [CIRAS Employee Self-Screening Tool](#).

You must monitor for symptoms every day before reporting for work. STAY HOME if you have any symptoms potentially related to COVID-19, notify your supervisor, and consult with your health care provider. If you start to feel ill or show symptoms at work, contact your supervisor, leave your workplace, and consult with your health care provider.

If county employees feel their situation requires an exception, please communicate with regional directors who will check with LMC Insurance & Risk Management (for liability questions) or the [Iowa Extension Council Association](#) website for resources from Whitfield & Eddy, legal representation for county extension councils, to come.

Supervisors and councils should communicate to staff the expectation to stay home if they show symptoms. This is for their own health, the health of their colleagues, and the health of the community. Coming to work poses a risk to all. Consider facilitating a plan for staff to be ready to work remotely in the event of illness (i.e., use CyBox consistently, take laptops home at the end of each day, etc.). Reference the [Staff Friendly Return to the Office, Aug. 10, 2020](#), for employee health and safety.

Work towards developing a culture of holding one another accountable with kindness. If you notice that someone is not physically distancing or wearing a face covering in the office, you can remind that person of the office reopening plan to keep all employees safe. It is also acceptable to take your concerns to your supervisor (or extension council personnel committee) if you see patterns of behavior that is inconsistent with the reopening plan and guidelines.

Q: Can you clarify the taking of temperatures before participating in a program or youth day camp?

University guidance states that on-site temperature screening and symptom assessments are limited to frontline healthcare, public safety departments, and facilities. Therefore, we do not recommend checking temperatures of participants at this time. Review the [Guidance and Expectations for In-person Education and Business](#) for all events and employees of ISU Extension and Outreach. For campus events, review the [Guidance for Gatherings at Iowa State University](#) for more information.

Your regional director will guide discussions for county offices. Guidance from Whitfield & Eddy, extension council legal representation, will be posted on the [Iowa Extension Council Association](#) website when available.

Q: Is it prohibited for extension staff to take temperatures of attendees at events if the county public health agency recommends it?

When a partner agency has more stringent guidelines, the partner should conduct the temperature checks or health screenings and assume the responsibility for record-keeping. Evaluate if this is feasible and what other strategies could be used (e.g., virtual event). Screenings must be performed in accordance with any applicable privacy laws and regulations.

Your regional director will guide discussions for county offices. Guidance from Whitfield & Eddy, extension council legal representation, will be posted on the [Iowa Extension Council Association](#) website when available.

Q: Why are some participants in certain programs, such as ServSafe, asked health screening questions prior to the class?

When providing programs owned or administered by other entities there may be more stringent guidelines that are required for delivery.

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to www.extension.iastate.edu/diversity/ext.