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MEMORANDUM

To: All State Employees

From: Gerina D. Whethers, Secretary 

Date: May 18, 2020

Re: Updated Information for 2019 Novel Coronavirus (COVID-19)

On March 6, 2020, the Governor issued Executive Order 2020-215 declaring a state of emergency regarding COVID-19, a respiratory disease that can result in serious illness or death. As we transition from “Healthy at Home” to “Healthy at Work,” the Commonwealth of Kentucky is committed to ensuring the health and safety of our state employees and limiting the spread of COVID-19. To do our part in preventing the spread of COVID-19 in the workplace, state employees at many locations will be screened for symptoms of COVID-19 when entering state owned or operated buildings and offices. Specifically, beginning May 19, 2020, in locations where staff and equipment are available to conduct screenings, employees will be required to submit to temperature checks and must answer a short series of questions as to whether they have symptoms of COVID-19. At locations where staff and equipment are unavailable for screening, employees will be required to complete a daily self-assessment for symptoms. Employees are also highly encouraged to participate in testing for the COVID-19 virus, as further explained below.

DAILY ON-SITE SCREENINGS:

Health Screening Questions: Where staff and equipment are available to conduct health screenings, preceding a temperature check, employees entering state-owned or operated buildings or facilities will be asked a series of questions to determine whether they present a significant risk of spreading COVID-19, based upon current Centers for Disease Control (CDC) recognized COVID-19 symptoms and risk factors. The current CDC symptoms list may be reviewed at the following website: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. If the employee answers all of the health screening questions in the negative, that person may proceed to the second step of screening, the temperature check. However, if an employee answers any of the above questions in the affirmative, that person will be denied admittance to the state building or office and will be advised as to next steps, which will include direction to contact his or her immediate supervisor for further instructions. Supervisors will coordinate with the employee’s Human Resources Office.

Temperature Check: In addition to health screening questions, employees may have their temperatures checked in the following manner prior to being admitted to a state-owned or state-operated facility:

- 1) Temperature checks will occur prior to entrance to any state-owned or state-operated facility where staff and equipment are available to conduct temperature checks;
- 2) On-site temperature checks shall be conducted using an infrared thermometer or a similar no-contact device, or a thermal imaging camera (where available);
- 3) If an employee has a temperature of 100.5° F or higher, after additional temperature checks, the employee will not be allowed to proceed past the temperature checkpoint and will be advised as to next steps, to include direction to contact their immediate supervisor.

Consequences of Refusing Screening: Based upon the State of Emergency declared by Governor Beshear in Executive Order 2020-215 and the Governor’s continuing mandate to protect the citizens of the Commonwealth of Kentucky, any person who refuses to have their temperature checked or to answer screening questions, will be denied admittance to any state building or facility. Employees may also be subject to corrective or disciplinary action for failure to comply with screening requirements.

DAILY SELF-ASSESSMENT:

In case staff or equipment is unavailable at various locations to conduct the screenings any given day, employees working onsite, or who interact with the public during performance of their duties, may receive notice from their employers of a requirement to conduct a daily self-assessment of their health. The daily assessment should be conducted, preferably, within one (1) hour prior to the employee’s arrival at work or interaction with the public. This self-assessment will be documented on a COVID-19 Employee Health Self-Assessment Form, which will be provided to the employee by their employing agency. If an agency requires completion of the form, at the end of each pay period, an employee must sign and submit the completed form to their agency Human Resources (HR) office. Forms will be maintained within the employee’s agency medical personnel file.

While being screened at entrances, and after entry into the building, employees must continue to maintain social distancing. Furthermore, employees must self-monitor for symptoms concerning the COVID-19 infection throughout the day. If an employee feels as though he or she is displaying symptoms related to the virus, they must immediately notify their supervisor.

Other Requirements for Admittance to State Buildings: In accordance with CDC guidelines and in addition to the preceding requirements, all state employees shall be required to do the following:

- 1) Maintain social distancing of at least six (6) feet, including during health screenings and temperature checks;
- 2) Wear a cloth mask that covers the mouth and nose;
- 3) Use good hygiene procedures, especially in terms of washing and/or sanitizing hands;
- 4) Avoid touching mouth, nose, eyes and face; and
- 5) Self-monitor for COVID-19 symptoms.

COVID-19 TESTING:

As stated in the White House’s guidelines for “Opening Up America Again,” a vital component of limiting the spread of the highly contagious COVID-19 virus while opening the workplace is regular

testing of employees. Accordingly, Executive Branch employees are highly encouraged to obtain testing for the COVID-19 virus. While employees must seek out and schedule their own test, the initial test will be paid for by the Commonwealth of Kentucky. As one option for testing, for a limited time period between May 18, 2020 and May 22, 2020, First Care Clinics will conduct daily COVID-19 testing for state employees, Monday-Friday, from 8:00 a.m. to 5:00 p.m. (except on May 18, when testing will occur between 1:00 p.m. and 5:00 p.m.), at the Sower Building in Frankfort, free of charge. Other locations of First Care Clinics' testing sites can be found at <https://firstcareclinics.com/locations/>. Employees may also go to their local health departments for COVID-19 testing. A list of health departments offering COVID-19 tests is attached to this memo. Testing sites may have different requirements for testing and hours of availability. A complete list of sites and conditions for testing can be found at www.kycovid19.ky.gov.

Employees who test positive for the virus should not report to work but are highly encouraged to immediately notify their supervisor of the positive result, so the employing agency may take any required steps to protect the health and safety of other workers and visitors. Employees may consent to have testing sites provide results directly to their Human Resources Office. The Human Resources Office will maintain information confidentially in the employee's medical file.

Continue to discuss any concerns you may have with your supervisor and Human Resources staff. Please also refer to www.kycovid19.ky.gov or the **Kentucky State hotline (1-800-722-5725)** for reliable information related to the COVID-19 pandemic.

We will continue to update you as often as possible, as this is a rapidly evolving situation. Remember, we are all in this together. We appreciate your continued assistance in the response to COVID-19, and we thank you for being a part of **TEAMKENTUCKY**.

Attachment:
Testing Location Document