

# COVID-19

## Los Angeles County Department of Public Health Entry Screening

**Recent Updates:** (Most recent significant updates are highlighted in yellow below)

**5/27/21:**

- Emphasize that entry screening can be done in person or through alternate methods.
- Removed section on entry screening document retention.

Entry screening of employees, volunteers, contract workers, or visitors must be part of an organization's strategy to limit the spread of COVID-19 at their facilities. This document provides guidance and a sample template for screening an individual before they enter the facility.

Please note that 1) entry screening can also be done remotely or through other methods that may be more convenient such as on-line check in systems or through signage posted at the entry of the facility stating that persons with these symptoms or under isolation/quarantine orders must not enter the premises and 2) taking an actual measurement of temperature at the point of entry is recommended but optional as long as the screening process includes recent or current fever.

If in-person entry screening is done, ensure that:

- The screening area permits privacy and confidentiality for the person being screened.
- The person being screened is wearing a mask and maintains six feet of physical distance from the screener.
- The screener is wearing a mask and, ideally, a face shield. The screener uses gloves and ensures proper hand hygiene (soap and water or hand sanitizer with at least 60% alcohol) prior to and after, screening each person if there is any physical contact or exchange of documents.
- Screeners are properly trained in the use and cleaning of thermometers if onsite temperature measurement is done. Non-contact thermometers are preferable, but if a thermometer that requires contact is used, cleaning is done after each use.

Individuals should not be permitted entry if they report having had symptoms within the past 10 days, if they have an elevated body temp (greater than or equal to 100.4°F or 38°C), or if they are currently subject to a Health Officer Isolation or Quarantine Order. Individuals who have had contact with a person known to have COVID-19 in the previous 10 days should also be prohibited, unless they have documentation that they have been fully vaccinated against COVID-19. The preferred form of documentation is the "COVID-19 Vaccination Record Card" though other forms of written documentation such as an email from a provider showing the type of vaccine, the date(s) it was administered and that it was the final dose in the series are also acceptable. The attached template is provided as an example.

NOTE: People are considered fully vaccinated against COVID-19 two (2) weeks after: a single-dose vaccine (Johnson and Johnson (J&J)/Janssen), OR the second dose in a 2-dose series (Pfizer-BioNTech or Moderna) OR finishing the series of a COVID-19 vaccine that has been authorized for use by the World Health Organization (e.g., AstraZeneca/Oxford and Sinopharm).

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NAME OF COMPANY				
SCREENING LOCATION	SCREENING CONDUCTED BY	DATE OF SCREENING	TIME OF SCREENING	
EMPLOYEE/VISITOR NAME				
<b>I. Verbal Screening</b>				
1. Has the person had any of the following symptoms <b>within the last 10 days</b> ?				
a. Fever (at or over 100.4°F or 38°C)	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
b. Chills	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
c. Cough	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
d. Shortness of breath/difficulty breathing	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
e. New loss of taste or smell	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
2. Has the person had contact with a person known to be infected with or suspected to have Coronavirus Disease 2019 (COVID-19) <b>within the last 10 days</b> ?				
	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
3. Is the person subject to a quarantine or isolation order?				
	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
4. Is the person fully vaccinated against COVID-19?				
	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
<b>Temperature Screening</b>				
1. Employee Body Temperature:	2. Is temperature <b>above normal</b> , i.e., at or over 100.4°F or 38°C?			
	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
<b>1. Conclusion</b>				
<ul style="list-style-type: none"><li>• Negative Screen (Cleared). The individual has no symptoms, no contact to a known COVID-19 case, AND is not under an isolation or quarantine order. They can be cleared to enter the facility. An individual with contact to a known case BUT who is fully vaccinated can also be cleared to enter.</li><li>• Positive Screen (Not Cleared).<ul style="list-style-type: none"><li>○ The individual has had contact to a known COVID-19 case in the last 10 days AND is not fully vaccinated.</li><li>○ The individual has had symptoms within the last 10 days. Provide them with <a href="#">COVID-19-Learn about Symptoms and What to do If You are Sick</a> (English <a href="http://ph.lacounty.gov/covidcare">ph.lacounty.gov/covidcare</a>; Spanish <a href="http://ph.lacounty.gov/covidcuidado">ph.lacounty.gov/covidcuidado</a>)</li></ul></li></ul>				
<b>Check One:</b>				
<input type="checkbox"/>	Individual Cleared to enter facility			
<input type="checkbox"/>	Individual Not Cleared to enter facility			
<b>Screening Conducted By:</b>				
PRINTED NAME		PAYROLL TITLE		
SIGNATURE		DATE		