April 14, 2020

TO: All Appointing Authorities

FROM: Melia Olsen, HR Director

SUBJECT: Asking Active Screening Questions Verbatim

Please ensure your facility/location screeners are using the updated active screening questions and asking the entire question as written on the questionnaire. This is especially critical for the question regarding close contact with someone who is currently sick with suspected or confirmed COVID-19. To ensure the appropriate level of screening, the screener must read the question verbatim as follows:

- Within the last 14 days, have you had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19?* (Note: Close contact is defined as within 6 feet for more than 10 consecutive minutes)

*Facilities identified as being at critical staffing levels in health services may have healthcare workers authorized by the HQ Emergency Operations Center to enter the facility under the following guidelines:
- As long as they remain asymptomatic;
- Self-monitor symptoms as outlined in the guidance; and
- Wear a surgical mask at entry and at all times while on facility grounds.

We appreciate your continued diligence during these challenging times. Please remember to take care of yourselves and stay positive.

MO:ab