



Employee Protocols – Health Checks
Authorization for Onsite Access to District Property

Health Checks: Police Officers, CSOs, and All Other Employees

Police Officer Protocol

1. Officers use their own home thermometer to take their temperature and complete self-assessment at home just prior to coming into work. The Officer answers the following questions as part of the self-assessment. If an Officer does not have a working thermometer at home, the Officer will conduct a self-assessment on site prior to beginning their shift.
 - a. Do you have a temperature?
 - i. If NO, proceed to Question b.
 - ii. If YES, the Officer should stay home, report their absence, and follow the directions provided by the County Public Health Department and/or their medical provider.
 - b. Do you have a cough?
 - i. If NO, Proceed to Question c.
 - ii. If YES, determine if there is another underlying health issue that is causing the cough; such as allergy or other medical condition unrelated to COVID-19.
 1. Do you have a cough that is unrelated to an underlying medical issue?
 - a. If NO, Proceed to Question c.
 - b. If YES, the Employee should remain home, report their absence, and follow the directions provided by the County Public Health Department and/or their medical provider.
 - c. Do you have shortness of breath? This is tested by taking a deep breath and holding for 10 seconds or longer; if you cough before 10 seconds, you have shortness of breath.
 - i. If NO, the officer may proceed to Step 2.
 - ii. If YES, the Officer should stay home, report their absence, and follow the directions provided by the County Public Health Department and/or their medical provider.
 - d. Do you have any other symptoms including sore throat, chills, or muscle/body aches?
 - i. If NO, the Officer may proceed to Step 2
 - ii. if YES, the Officer should stay home, report their absence, and follow the directions provided by the County Public Health Department and/or their medical provider.



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2. Upon completion the Officer will contact their manager via E-mail or Text to report that
 - 1) all questions are negative and they are requesting authorization to come into work;
 - or 2) they were unable to reach a negative response on all three questions and are reporting their absence from work.
3. Thermometers will be kept on site (at least one each for FH and DA) for Officers to do checks throughout their shift if desired.
 - a. Police Department will keep sanitizing wipes available to keep thermometers clean and sanitized
 - b. Officers will thoroughly wash their hand and/or sanitize after using the thermometer.

Community Service Officers (Including Students and Temporary Personnel)

CSOs will conduct the same assessment as that for Police Officers, but will do so onsite using an available thermometer. CSOs may conduct self-assessments from home with permission of their supervisor.

- a. The CSO answers the same questions and shall follow the same guidelines.
- b. If the CSO answers YES to any of the above questions, the CSO will return home and follow the same directions as for the Police Officers.

All Other Employees

1. Employees use their own home thermometer to take their temperature and complete self-assessment at home just prior to coming into work. The Employee answers four questions as part of the self-assessment. If an Employee does not have a working thermometer at home, the Employee will orally report if they feel feverish along with answers to the other questions. If approved to come on site, the employee will conduct a temperature self-assessment once on site and prior to beginning any work. See Below for information on location of Thermometers.
 - a. Do you have a temperature?
 - i. If NO, proceed to Question b.
 - ii. If YES, the Employee should stay home, report their absence, and follow the directions provided by the County Public Health Department and/or their medical provider.
 - b. Do you have a cough?
 - i. If NO, Proceed to Question c.
 - ii. If YES, determine if there is another underlying health issue that is causing the cough; such as allergy or other medical condition unrelated to COVID-19.
 1. Do you have a cough that is unrelated to an underlying medical issue?
 - a. If NO, Proceed to Question c.



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- b. If YES, the Employee should remain home, report their absence, and follow the directions provided by the County Public Health Department and/or their medical provider.
 - c. Do you have shortness of breath? This is tested by taking a deep breath and holding for 10 seconds or longer; if you cough before 10 seconds, you have shortness of breath.
 - i. If NO, the Employee may proceed to Step 2.
 - ii. If YES, the Employee should stay home, report their absence, and follow the directions provided by the County Public Health Department and/or their medical provider.
 - d. Do you have any other symptoms including sore throat, chills, or muscle/body aches?
 - i. If NO, the Employee may proceed to Step 2
 - ii. if YES, the Employee should stay home, report their absence, and follow the directions provided by the County Public Health Department and/or their medical provider.
2. Upon completion, the Employee will contact their supervisor/manager via phone, E-mail or Text to report that 1) all four questions are negative and they are requesting authorization to come into work; or 2) they were unable to reach a negative response on all four questions and are reporting their absence from work.

Employees in High Risk or Very High Risk

In addition to the basic questions asked of all employees, those employees in High Exposure Risk or Very High Exposure Risk are required to address a number of additional questions.

Persons in High Exposure Risk positions include faculty in Nursing and Allied Health Programs requiring repeated close contact with human patients where exposure is known or unknown – for example, this may include Nursing, Respiratory Therapy, Radiologic Technology, Dental Hygiene, and Dental Assisting.

Persons in Very High Exposure Risk employment include faculty in Nursing and Allied Health programs performing or demonstrating aerosol-generating procedures on human patients where exposure is known or unknown – for example, this may include Nursing, Respiratory Therapy, Radiologic Technology, Dental Hygiene, and Dental Assisting.

1. Have you traveled by airplane domestically or internationally in the last 14 days?
 - a. Yes No
2. In the past week, have you been in close (less than 6 feet) prolonged proximity (more than 2-3 minutes) with someone suspected or confirmed COVID19 without using proper infection protection and control precautions?
 - a. Yes No



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3. Have you had any of these symptoms in the last 14 days?
 - a. Fever greater than 100.4
 - b. Difficulty breathing
 - c. Cough
 - d. Loss of smell or taste, or change of taste
4. In the last 48 hours, have you had any of the following NEW symptoms?
 - a. Fever greater than 100.4
 - b. Cough
 - c. Shortness of breath
 - d. Loss of taste or smell
 - e. Chills
 - f. New and unexplained muscle aches & pain
 - g. Sore throat

SCCHD

Symptom Check Unexplained by Reasons Unrelated to COVID-19

- Fever
- Chills
- Night sweats
- Sore throat
- Cough
- Shortness of breath
- Nausea
- Vomiting
- Diarrhea
- Fatigue
- Myalgias
- Headaches
- Change in mental status
- Loss of sense of taste or smell

General Protocols Applicable to All Officers, CSOs, and Employees

Presumptively Contagious

In the interest of safety, Officers, CSOs, and other Employees shall not be allowed on site if they have a fever, cough (unrelated to other medical conditions), shortness of breath, or other symptoms. Such persons are considered presumptively contagious irrespective of whether the person actually has COVID-19.



Someone Appears Ill

Anyone who appears ill, as determined by a Police Officer, Supervisor, or Manager, shall be directed to leave the District property and sent home, with direction to contact their healthcare provider and/or the County Public Health Department for further instruction. See Employee Expectations at <http://hr.fhda.edu/covid-19/index.html> for guidance on determining if someone might be ill.

Recordkeeping

In accordance with County guidelines, Records shall be kept for each Officer, CSO, and Employee. For Officers and CSOs, the Chief of Police will assign recordkeeping responsibility to an appropriate staff or supervisor. For all other employees, the employee's supervisor or administrator will maintain a record of all reviews and requests to come on site.

All such records shall be considered sensitive, handled accordingly, and maintained with integrity. Each record shall include the following.

- The name of the person requesting on site access.
- The date of the request.
- If the person conducted a health check.
- If the person was able to successfully answer NO to all questions as part of their self-assessed Health Check immediately prior to coming onsite (or upon entering district property and before conducting any work or other access).
- If the person was authorized to come on site to perform work or access any district property.

Location of Thermometers

To be determined by each work site/location.

Supervisor shall inform employees of the location of thermometers, operation, and expectations for cleaning and disinfecting the thermometers, if provided on site for employee use.

Physical Spaces and Disinfecting Routines

To be determined by each site in accordance with County Social Distancing Protocol expectations.

Each supervisor shall be responsible to comply with FHDA and Health Department/CDC protocols for Social Distancing and sanitation.