

## Chapter Health Screening Process

Initiating a health screening process for chapter members, visitors, and guests to all chapter houses and events will further protect chapter membership. Reconfiguring your entryway set up, security, and procedures can mitigate the transmission of a potentially infectious disease.

### I. ENTRYWAYS

- a. If possible, restrict entrance to a single point of access to facilitate surveillance and monitoring. All guests must be screened upon arriving at the chapter house.
  - i. Before restricting access to points of entry, check with local fire officials to ensure compliance with emergency egress requirements. It is suggested to only lock doors from the outside so they can still be used to exit in case of an emergency. Additionally, consider placing signs that state "do not enter" or "use only in an emergency" and installing a secure entry system such as card access or an intercom/buzzer system with a magnet door release for visitors and others to announce themselves before gaining entry.
- b. Consider placing disinfectant mats at all exterior entrances.
- c. Post COVID-19 warning signs/posters. Include that they must comply with mandatory COVID-19 prevention steps as a condition to enter the chapter facility. Sample warning poster text:

- i. STOP

SCREENING CHECKPOINT

Enter at your own risk. We cannot guarantee that this is a COVID-19 free activity/event/area. You are required to sanitize your hands upon entry and may be required to have your temperature taken, conduct a health screening, and wear a mask.

To protect everyone, we are asking all attendees to review the questions below. If you answer "yes" to any of these questions, please do not enter this facility.

Have you in the past 14 days:

1. Traveled to a known COVID-19 "Hot Spots"?
2. Been in contact with a novel coronavirus (COVID-19) infected person?
3. Experienced the following symptoms in the last 14 days:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body ache
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting

- Diarrhea

## II. RECOMMENDED ENTRYWAY SETUP

- Place alcohol-based hand sanitizer stations containing at least 60% alcohol at all entryways. Also, provide disinfectant wipes.
- Post signage requiring all members, pledges, visitors, guests, and non-resident members to disinfect their hands before entry and health screening.
- Use painter's tape on the floor or stanchions to set up lanes to ensure individuals remain at least 6 feet apart during the entry process.
- Depending on space availability, install pegs or hooks spaced 24 inches apart or other accommodation for hanging outerwear before entering interior spaces of the chapter facility.
- Have a touchless sensor or soft-step wastebasket for waste.
- Have a table for health screening form completion and disinfection supplies.
- Ensure that the screening location does not block building exits or egress in case of an emergency
- At least two No-Contact Infrared Thermometers (NCITs) with extra batteries. According to the Food and Drug Administration, this is a thermometer that measures an individual's surface temperature without making physical contact.
  - SELECTING A NO-CONTACT INFRARED THERMOMETER (NCIT)
    - Accuracy is the most important feature. Manufacturers will provide a range in terms of "±" or "≤."
    - Read or report speed is the time needed to complete the reading process.
    - The distance required from the forehead to take an accurate reading. This needs to be a comfortable distance to maintain as much distance between the screener and the visitor.
    - Some have an alarm or beep when temperatures are out of range. Check to see if the alarm can be turned off or select a model that does not have an alarm to maintain individual privacy.
    - An NCIT is best used in a draft-free space and out of the direct sun or close to radiant heat sources. If possible, set up the screening area close to the entrance with a barrier between the screener and people being screened. For example, placing desks back to back for the volunteer screener to have distance from the visitor being screened.
    - Indicate participant waiting spots in 6-foot increments to maintain social distancing and confidentiality. If possible, provide seating a safe distance from the entrance and screening station for visitors who are awaiting re-screening.

## III. VISITOR HEALTH SCREENING

Both screeners and individuals being screened are required to wear face masks during screening. All outside visitors are required to wear a mask while in the chapter facility and while attending chapter

activities. Masks help reduce the spread of droplets from infected persons to become airborne and from being transmitted to surfaces within the chapter facility that can be passed on to other persons.

**Administrating Temperature Check:**

- a. The forehead should be clean and dry and not blocked with anything such as a headcover (e.g. hat, bandana). Keep in mind that the individual’s body temperature at the forehead can be increased or decreased by wearing excessive clothing or a headcover, or by using facial cleansing products (e.g. cosmetic wipes). Body temperature can also be affected by the outside temperature or rigorous activity like jogging.
- b. Disinfect and wipe down the NCIT per the manufacturer’s instructions before and after each use.
- c. Strictly follow the manufacturer’s guidelines and instructions for using the NCIT. The guidelines and instructions should be with the NCIT at the screening desk.
- d. Any guest, including members, with a temperature of 100.4 or higher should not be permitted to enter the facility or event.
  - i. TYPICAL INSTRUCTIONS FOR USE OF THE NCIT
    - 1. Hold the NCIT sensing area perpendicular to the forehead at the proper distance and instruct the person to remain still during the screening.
    - 2. The distance between the NCIT and forehead is specific to each NCIT.
    - 3. Do not touch the sensing area of the NCIT and keep it clean and dry.
    - 4. Check the reading and show the reading to the person being screened.
    - 5. Do not announce the reading to protect the person’s privacy. If the person wants to discuss the reading, caution them to do so very quietly so others cannot overhear.
    - 6. Do not write down the reading. Only share it with the person being screened.
- e. Be aware of HIPAA or FERPA privacy protections for members’ health information and never publicly reveal an individual’s COVID-19 status or other health issues to others without their permission.

**Administrating health screening questionnaire for visitors:**

Before any member or guest enters a chapter facility or event have them complete the following health screening form, or complete on their behalf by reading them the questions:

- a. Health Screening Questionnaire

To reduce the risk of COVID-19 exposure to [Insert Chapter Name], all visitors must complete the following screening questions:

Date: \_\_\_\_\_

Visitor’s name: \_\_\_\_\_

Visitor's phone number: \_\_\_\_\_

Self-Declaration by Visitor		
	YES	NO
Have you traveled to any high-risk areas infection areas or been in close contact with anyone who has traveled to those areas within the last 14 days?		
Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?		
Have you experienced any cold or flu-like symptoms in the last 14 days (fever, cough, shortness of breath, loss of smell or taste, muscle aches, or other respiratory problem)?		

Visitors answering yes to any of the above questions will not be permitted access to [Insert Chapter Name's] facility.

Visitor signature: \_\_\_\_\_

- b. Be aware of HIPAA or FERPA privacy protections for members' health information and never publicly reveal an individual's COVID-19 status or other health issues to others without their permission. Store health screening forms in an organized and secure location.