

STEPS FOR COMPLETION CENTRAL OFFICE EMPLOYEE SCREENING FORM

IMPORTANT: All employees will complete and submit a [CENTRAL OFFICE EMPLOYEE SCREENING FORM](#) to their supervisor before reporting to their work location each day and will follow the instructions provided on the form. Employees should complete a Self-Care Assessment to respond to Screening Form questions. The following guidelines are provided for Employees, Supervisors, and Points of Contact:

SUPERVISORS

STEP 1: Ensure that your Employees are aware of the requirement for completing the Screening Form and following its instructions anytime they are required to report to the office or may come in on an intermittent basis. Ensure that your employees know how to access the form on the ADMH website and how to save a copy for emailing. Instruct your employees to email you the completed form prior to reporting to the office each day as long as they answer "NO" to all questions.

EMPLOYEES

STEP 2: Employee completes all fields on the Screening Form each morning before reporting to work.

- If all questions are answered with a “NO”, email completed Screening Form to Supervisor.
- If you answer “YES” to any question, immediately call your supervisor and **READ STEP 4.**
 - Email you Screening Form to your Supervisor once the appropriate course of action has been determined.

SUPERVISORS

STEP 3: Each day, Supervisors will review all Employee Screening Forms.

- If an Employee answers “NO” to all questions, Supervisors should keep Employee Screening Forms saved to computer and send a copy of Screening Forms to Division Point of Contact.
- If an Employee answers “YES” to any question **PROCEED TO STEP 4.**

STEP 4: The form instructs Employees to contact their Supervisor if they answer “YES” to any question. After discussion with your Employee, ensure the Employee emails the Screening Form to you.

- If they answered "YES" to a question, other than a temperature of 100.3 or higher, but have a chronic condition, such as asthma that causes this symptom, make sure they note that in the email and you may approve them to report to work.
- No employee should report to work with a temperature of 100.0 or higher. An Employee with a temperature between 100.0 and 100.3 should monitor their temperature to determine whether they can report to work the following day.
- If an Employee has a temperature of 100.3 or higher **OR** answers “YES” to any question:
 - Review the [CENTRAL OFFICE PROTOCOLS FOR EMPLOYEES AND SUPERVISORS](#) with the Employee to determine the appropriate course of action.

STEP 5: Supervisors, after providing guidance to the Employee will need to complete the [CENTRAL OFFICE SUPERVISOR REPORTING SHEET](#) which summarizes information gathered from the employee and the recommended course of action related to symptoms, close contact, tested positive, and quarantine status. Submit a copy of this form to the COVID-19 Employee Coordinator.

STEP 6: Submit all Employee Screening Forms and Supervisor Reporting Sheet, if applicable to your Division Point of Contact:

- Commissioner’s Office: Lynn Frost
- ADMIN: Michelle Vilamaa
- DD: Shirley Hicks
- MHSAS: Samantha Friend

POINTS OF CONTACT

STEP 7: Each Day POC’s will receive Screening Forms and Supervisor Reporting Sheets from Division Supervisors. POC’s will need to review all Screening Forms and Reporting Sheets ensuring:

- Forms reflect all “**NO**” responses.
- If “**YES**” responses are indicated, make sure Supervisor has provided a Supervisor Reporting Sheet indicative of the response. For example: if the Employee indicates they are experiencing symptoms, Item #1 on the Reporting Sheet should have the Date Symptoms Began completed.
- Calculate the number of Forms Completed, Quarantined, and Tested Positive.

STEP 8: Compiles Division Calculations and emails to Dr. Ileeia A. Cobb at ileeia.cobb@mh.alabama.gov.

REFERENCES

1. [Central Office Employee Screening Form](#)
2. [Central Office Protocols for Employees and Supervisors](#)
3. [Central Office Supervisor Reporting Sheet](#)