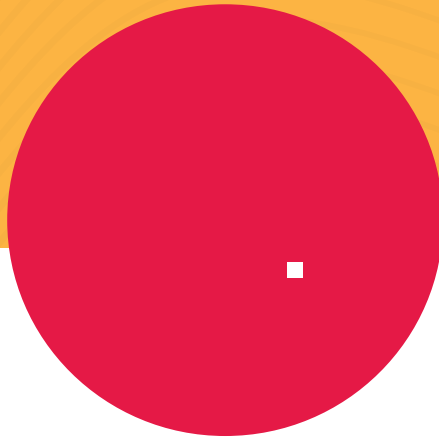


# SCREENING PROTOCOL



**ALL VISITORS AND EMPLOYEES MUST ANSWER "NO" TO THE FOLLOWING AND HAVE A TEMPERATURE BELOW 100.4 DEGREES.**

**Have you traveled out of state in the last 14 days?**

**In the last twelve hours: have you had a cough, sore throat, shortness of breath or problems breathing, chills, muscle pain or new loss of taste or smell?**

## **ALL EMPLOYEES**

- Must screen themselves upon entering any City facility.
- Must sanitize thermometer after use.
- Must meet screening requirements above. (If employee fails screening, they must leave immediately and notify their supervisor.)

Employees that pass screening may continue on in their work capacity. No personal information will be stored other than the employee's entry into the facility (contact tracing).  
Employees with concerns about protocols should consult their supervisor.

## **ALL VISITORS**

- Will be screened upon entry into any City facility
- Must have a temperature below 100.4 and answer "No", to the questions above
- For contact tracing purposes, must have their name, the date and time recorded (unless already recorded by an electronic system, i.e. City Hall entry)
- Must wear a face mask (Mask provided for those who do not have one.)

**ANY VISITOR THAT REFUSES TO BE SCREENED, FAILS A SCREENING, OR REFUSES TO WEAR A MASK, WILL BE DENIED ENTRY INTO CITY FACILITIES.**