

## Health Screening Process Overview – Washtenaw County MI

Below is an overview of the screening process utilized at locations as required by local or state regulation.

### Process

1. **Team member reports (including SUS and KBS) to work to the predetermined location to “intake” person (leader).**
2. **Intake leader asks team member the three (3) required questions:**
  - Do you have any of the following symptoms: fever, chills, cough, difficulty breathing, sore throat or diarrhea?
    - Note: Team members that have a pre-existing condition (eg. IBS, seasonal allergies, etc) that results in one of the noted symptoms above should share that with the intake leader. This question is intended to identify abnormal symptoms to a team member that may be associated with COVID-19
  - Have you traveled internationally or domestically (i.e. air travel or cruise) within the last 14 days?
    - Note: This question of the executive order does not apply to Pharmacists and pharmacy techs as they are considered healthcare workers and exempt from the self-quarantine after domestic or international travel via airplane
  - Have you had close contact with a person that has been diagnosed with COVID-19 through a positive test result?
3. **Actions taken based on responses**
  - If the individual answers NO to all questions, they have passed the screening and can begin working.
  - If the individual answers YES to any screening questions, or refuses to answer, they failed the screening and should be asked to go home.
4. **Determination of Time off**
  - Team members that answer yes to letter “a” should be sent home and will not be allowed to work until both of the following conditions are met: 3 days with no fever and 7 days since first symptom.
  - Team members that answer yes to letter “b” and “c” should be sent home and will not be allowed to work for fourteen (14) days.
5. **Time off / Pay Continuation**
  - Team members sent home due to symptoms should self-monitor and not return to work until 3 days with no fever and 7 days since first symptom.
    - These team members will not receive disciplinary points and can use any available PTO.
    - Team members will be encouraged to connect with Telemed or their health care provider if symptoms increase.
    - A team member being directed off work due to symptoms through a doctor or health authority would be eligible under the Meijer COVID-19 Pay Continuation Plan.
  - Team members who are ineligible to work due to travel from a cruise or international travel will be eligible for pay under the Meijer COVID-19 Pay Continuation Plan. Team members ineligible for work due to any other travel can use PTO and will not receive any disciplinary action for their time off.

### Tracking

- The leader will verbally ask each team member reporting for work the required questions and log on the applicable spreadsheet (logging applicable information for all team members reporting to work).
- This spreadsheet /data will roll up for aggregation and incorporated into reporting channels for visibility.

### Deployment

The process will be deployed after the following steps occur:

- Notice is sent to locations with directions to post at facilities per requirements.
  - RVPs, Market & Store Directors, & applicable HR will be informed of the process via a webex meeting.
  - Store Directors will review the process with their leadership teams and train “intake” leaders.
  - The process will be reviewed in huddles with team members.