Palmer West Daily Online COVID-19 Screening Protocol

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Scope and Purpose:

As directed by Order of the County of Santa Clara Public Health Department (SCCPHD), Palmer West President Bill Meeker, D.C., M.P.H. completed the West Campus “Social Distancing Protocol” and submitted to the SCCPHD on July 15, 2020.

Among the necessary steps taken to help ensure the safety of our campus community is the initiation of a daily screening protocol.

We are directed by order to: “Ask all personnel if they have COVID-19 symptoms at the beginning of each shift and screen all other people before they enter the facility or worksite. Send personnel home if they report COVID-19 symptoms. (*Note, temperature screenings with thermometer or thermal scanner are not required and can increase COVID-19 risk if many employees convene in the same place for temperature screening.)”

Per this order and in accordance with the campus’ signed “Social Distancing Protocol,” we have designed and implemented the following “Daily COVID-19 Online Screening.”

Process:

Each member of the Palmer West community is required to complete a daily self-assessment of their health and monitor for any possible symptoms of COVID-19. Prior to arriving on campus, each faculty, staff and student must complete the following Daily Online Screening using our online screening tool. The COVID-19 Online Screening tool can be found in the Palmer App (Available for Apple and Android) or by using the URL: https://cap.palmer.edu/covid19. Note: you will be required to sign in using your Palmer login credentials.
The COVID-19 Online Screening Tool is found on the main page of the Palmer App.

**Click the tile to access the screening.**

You will be asked four questions regarding COVID-19 and your possible exposure.

1. **You will be asked to identify the presence of any of the common symptoms of COVID-19**
2. **Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19?**
3. **Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?**
4. **Are you currently waiting on the results of a COVID-19 test?**

You must then attest to the accuracy of your answers.

**Submit your answers.**

Upon submission of your answers, the screening tool will return one of the following messages:
It is essential for the health and safety of our campus that you adhere to this screening protocol.

Any student, faculty or staff member found to violate these procedures will be subject to ethical misconduct and could face dismissal, permanent or otherwise.

Please do your part in protecting your peers, colleagues, and yourself by strictly following this guide to screening and clearance.

Receipt of “Status: Cleared” means you are cleared to enter the campus. You must present this screen to a member of the campus security team at either the north or south entrances to the school. Once this screen has been shown to security, you will receive a color-coded wrist band indicating your clearance. The **wristband must be worn, and must be visible, at all times while on campus that day.**

**Campus Access**

As a reminder, only clinic staff and faculty can use the clinic entrance. All other faculty, staff and students must enter campus using either the north or south entrances.

Receipt of “PLEASE STAY HOME” means you are not cleared to enter the campus. Please DO NOT come to the campus if you receive this message. This message indicates that you may be at risk of exposure to COVID-19 or at risk of exposing others.

You may contact our campus safety officers, as indicated in the message. Also available in this message is a link to the Palmer College COVID-19 resources page. There, you can report a potential exposure.

If you believe you received this message in error, please contact a campus safety coordinator as indicated. They will help direct you with how to proceed.