

Santa Fe County Emergency Policy **Regarding COVID-19 Screening of Visitors**

Section 1 – Purpose

To implement visitor screening as a method of slowing the spread of the coronavirus disease 2019 (COVID-19) and protecting workers and the general public. The Centers for Disease Control and Prevention (CDC) has confirmed that, when a novel virus with pandemic potential emerges, non-pharmaceutical interventions or community mitigation are the most readily available interventions to help slow transmission of the virus. Therefore, to reduce the risk of COVID-19 transmission among employees and visitors, Santa Fe County will evaluate whether visitor screening should be implemented at County Facilities. If visitor screening is implemented at a County Facility, visitors will be subject to a risk, symptom, and temperature screening prior to being allowed into the County Facility.

Section 2 - Authority

On March 11, 2020, COVID-19 was declared a pandemic. Based on guidance of the CDC, other public health authorities, and the federal Equal Employment Opportunity Commission, the COVID-19 pandemic meets the direct threat standard under the Americans with Disabilities Act, thereby justifying medical inquiries. In Executive Order 2020-004, the Governor declared a statewide public health emergency due to COVID-19. On March 24, 2020, the Board of County Commissioners of Santa Fe County adopted Resolution 2020-24, A Resolution Declaring Santa Fe County To Be An Emergency Area as a Result of COVID-19; Authorizing, Subject to any Required Notification to and/or Negotiations with Unions, the County Manager to Modify the County Human Resources Handbook and Provisions of Collective Bargaining Agreements and Establish Emergency Policies in Response to COVID-19 Emergency; Ratifying Actions Previously Taken; and Authorizing Other Appropriate Measures. The New Mexico Department of Health has confirmed that, as a result of recognized community spread of COVID-19, employers are authorized to measure body temperature as part of a health screening before customers are allowed into a business.

Section 3 - Background

Efforts to reduce COVID-19 transmission among employees and visitors to County Facilities have included restricting entrances, allowing visitors to enter certain buildings only if they have an appointment, requiring visitors to wear cloth face coverings, implementing engineering solutions such as Plexiglas barriers, identifying where visitors should stand to maintain social distancing, and posting signs to direct persons with symptoms not to enter. In addition, administrative practices have been implemented such as offering telework among staff able to work from home, reducing face to face exposure (e.g., meetings), enforcing isolation or quarantine orders, use of cloth face coverings by employees, encouraging increased hand hygiene, increasing disinfection of high-touch surfaces, and prohibiting non-mandatory work related travel. This policy builds on those efforts.

Section 4 – Policy

Visitors, other than those coming to a County Facility for purposes of casting a ballot in an election run by the County Clerk (including the delivery of an absentee ballot), must undergo a risk, symptom, and temperature screening before being admitted to County Facilities designated for such screenings by the Human Resources and Risk Management Director. The policy will be phased in gradually, starting with the County Administration Complex located at 100 Catron Street. Thereafter, additional County Facilities will be evaluated to determine whether, how, and when to begin visitor screening.

Section 5 - Definitions

Cloth Face Covering means a fluid resistant and loose-fitting face covering made of cloth that creates a physical barrier between the mouth and the nose of the wearer and the environment. Cloth face coverings do not seal tightly over the wearer's face. For purposes of this policy, acceptable cloth face covering must meet the recommendation of the CDC, including only covering the nose and mouth and fit snugly but comfortably against the side of the face, be secured with ties or ear loops, include two or more layers of fabric; allow for breathing without restriction, be clean and suitable for the workplace. Disposable face masks with multiple layers and ear loops meeting CDC recommendations are Cloth Face Coverings.

County Facility means each County building or other worksite where the public may come to receive County services. Excluded from the definition of County Facility are those buildings owned by the County and occupied by an entity other than the County, such as the District Attorney's Office, the First Judicial District Courthouse, and La Familia Medical Center.

Materials means the items used by screeners as part of the visitor screening process and includes:

- No-touch thermometers;
- Trash bag;
- Personal protective equipment (PPE) provided by the County to screeners pursuant to a hazard assessment;
- Cloth face coverings;
- County laptop, tablet, or other device used to record visitors' answers to screening questions and temperatures; and
- Hand sanitizer.

Screener means a County employee assigned to screen visitors in accordance with this Policy.

Visitor means any person other than a Santa Fe County employee or Santa Fe County elected official who seeks to enter a County Facility.

Section 6 - Visitor Screening

1. For County Facilities at which both appointments and visitor screenings are required, County staff responsible for making appointments, at the time of discussing the requested appointment with the visitor, shall:
 - a. Administer the Santa Fe County Visitor Screening Protocol to determine whether the visitor would be cleared to enter a County Facility;
 - b. If not, inform the visitor to call back to schedule an appointment when the visitor's answers to the Santa Fe County Visitor Screening Protocol questions would enable them to enter a County Facility; and
 - c. If so, schedule the appointment and inform the visitor that the visitor must clear a risk, symptom, and temperature screening on the day of the appointment before entering the County Facility.
2. At the location for visitor screenings, measures will be taken to facilitate having visitors remain at least six feet apart while waiting to complete the visitor screening.
3. Staff will be assigned to provide risk, symptom, and temperature screening at designated County Facilities.
 - a. The Human Resources and Risk Management Director will ensure the screeners and other relevant staff, including those who make appointments for visitors to come to a County Facility, receive training on how to administer the Santa Fe County Visitor Screening Protocol (attached hereto as Exhibit A).
4. Each screener will be located in the designated screening area for the County Facility where they are assigned.
5. Screeners will only grant access to County Facilities to visitors who are properly wearing a Cloth Face Covering.
 - a. When possible, a Cloth Face Covering may be provided to visitors who do not have one.
 - b. Visitors who are unable to wear a Cloth Face Covering due to a medical issue may be permitted entry as long as they pass the risk, symptom, and temperature screening and maintain adequate social distance from any other individual while in the facility.
6. Screeners will use appropriate PPE during the screening process.
 - a. A hazard assessment will be undertaken specific to each County Facility to determine what (if any) PPE is required for screeners.
 - b. Screeners will receive use and care training prior to utilizing PPE.
 - c. Screeners will be trained to ensure that contact with visitors will be minimal.
7. Each screener will greet visitors and administer the Santa Fe County Visitor Screening Protocol as follows:
 - a. Visitors who refuse screening will not be allowed to enter the County Facility.
 - b. Screeners will ask all of the questions on the Santa Fe County Visitor Screening Protocol and enter that information into the screening database using a tablet, laptop, or other County provided device.
 - c. If the answers to the questions allow the visitor to enter the County Facility, the screener will then perform a temperature measurement using the provided thermometer.
 - i. Various thermometers may be utilized for screening. The screener will be provided with instructions on how to use the specific thermometer they are

- provided, including instructions on how to do so in the safest manner possible.
- ii. If a temperature of 100.4°F or greater is recorded, the screener will have the visitor wait for a few minutes before retaking the visitor's temperature. This will be done because walking and other factors may cause a person's temperature to temporarily rise. The second temperature reading will be used to determine whether the visitor will be allowed into the County Facility.
 - d. If a visitor answers yes to any screening question or has a temperature of 100.4°F or more, the screener will decline admission to the visitor.
 - e. Visitors who are denied access to a County Facility will be provided information regarding who to speak with to discuss whether there are alternative means of receiving County services.
 - f. Visitors who pass the risk, symptom, and temperature screening shall be allowed into the County Facility. If they leave the County Facility and return within four (4) hours, they may be admitted to the County Facility without being screened again. If they leave the County Facility and return more than four (4) hours later, they will be rescreened and allowed to enter the County Facility only if they pass the risk, symptom, and temperature screening.

Section 7 – Reasonable Accommodation

Visitors who believe they need a reasonable accommodation pertaining to the requirements of this policy, or who have questions or concerns regarding implementation of this policy, should contact Human Resources and Risk Management Director Sonya Quintana at 995-6507.

Section 8 - Resources

- Contact 911 for any medical emergencies or disturbances.
- Contact a supervisor as needed for clarifications during the screening process.

Section 9 – Effective Date and Duration

This policy will be effective on the date of the County Manager's signature below and remain in effect until rescinded.



Katherine Miller, County Manager

9.17.2020
Date