

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

Section 1 – Purpose

To implement visitor screening, cloth face covering, and social distancing requirements 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 will be implemented at County Facilities.

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. On February 17, 2022, the New Mexico Department of Health limited the scope of mask requirements to certain health care facilities and congregate settings and authorized local governments to establish requirements related to COVID-19 more stringent than those imposed by the State of New Mexico. At the time of adoption of this Policy, the CDC's guidance regarding masking in indoor public places was that individuals should wear a well-fitting mask indoors in public, regardless of vaccination status or individual risk in areas with high community levels of COVID-19.

Section 3 - Background

Over time, 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 who are not fully vaccinated, encouraging increased hand hygiene, increasing disinfection of high-touch surfaces, and prohibiting non-mandatory work related travel. Visitors are screened to avoid having those with symptoms of COVID-19 enter County Facilities, to require social distancing and to establish masking requirements. Safety measures are evolving, to meet the current state of the emergency, taking into consideration the fact that County employees in County Facilities are fully vaccinated, many visitors are fully vaccinated, and treatments for COVID-19 have advanced.

Section 4 – Policy

At designated County Facilities, visitors must undergo a risk, symptom, and temperature screening to determine whether they will be admitted to the County Facility. The screening requirement will not apply to 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) or candidates for public office coming to the Santa Fe County Clerk’s Office for purposes of filing materials required to run for or withdraw from running for public office.

Fully Vaccinated visitors will be required to wear a Cloth Face covering at such times as the State of New Mexico or CDC recommends masking in indoor public places. Unvaccinated visitors must wear cloth face coverings in County Facilities.

Risk, symptom, and temperature screening will not be required for delivery personnel picking up and/or delivering items to a Santa Fe County Facility if the business can establish to the satisfaction of the Human Resources and Risk Management Director that its delivery personnel are subject to a daily screening for COVID-19.

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. For purposes of this Policy, Cloth Face Covering also includes disposable face masks with multiple layers and ear loops including medical masks, and respirators.

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.

Fully Vaccinated means that it has been at least 2 weeks since an individual’s second dose in a 2-dose COVID-19 vaccination series, such as the Pfizer or Moderna vaccines, or first dose of a 1-dose COVID-19 vaccine, such as Johnson & Johnson’s Janssen vaccine.

Materials means the items which may be 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;
- Batteries;
- Cleaning supplies to wipe down areas, including screening machines;
- County laptop, tablet, or other device used to record visitors' answers to screening questions and temperatures; and
- Hand sanitizer.

Respirator means a KN95 or N95 face piece that filters the air and fits closely on the face to filter out particles, including the virus that causes COVID-19.

Screener means a County employee assigned to screen visitors in accordance with this Policy or equipment in place to screen visitors for symptoms and temperature before entering a County Facility.

Social Distancing means putting at least six feet of space between yourself and others.

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

Section 6 – Visitor Use of Cloth Face Coverings

1. At such times as the CDC or State of New Mexico recommends masking in indoor public places, all visitors will be required to wear a Cloth Face Covering.
2. Unvaccinated visitors must wear a Cloth Face Covering.
3. When possible, a Cloth Face Covering may be provided to visitors who do not have one.
4. Visitors who are unable to wear a Cloth Face Covering due to a medical issue may be permitted entry if they pass the risk, symptom, and temperature screening and maintain social distance from any other individual while in the County Facility.

Section 7 - Visitor Screening

1. At locations where visitor screening occurs, measures will be taken to facilitate having visitors remain at least six feet apart while waiting to complete the visitor screening.
2. Automated screening devices will generally be utilized, however there may be instances or locations where employees will serve as screeners.
3. Visitor screening will administer risk, symptom, and temperature screening to prospective visitors at designated County Facilities.
4. The Human Resources and Risk Management Director will ensure that employees who serve as screeners receive training on how to administer the Santa Fe County Visitor

Screening Protocol (attached hereto as Exhibit A). The training will include a component on de-escalation.

5. Screeners will also complete the County's active shooter training as part of their screener training.
6. Risk Management will evaluate the locations where screeners will be placed at County Facilities.
7. Employee 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 employee 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.
8. Visitors who refuse screening will be advised that they are not allowed to enter the County Facility either by the employee screener or through signage at the electronic screening station.
9. Visitor responses to the screening protocol will be documented.
10. The screener will take the temperature of each visitor. If the temperature reading is at or above 100.4°F, the visitor will not be eligible to enter the County Facility. If a temperature of 100.4°F or greater is recorded, the visitor will be allowed to wait up to five minutes and then retake the screening in order to determine whether they can enter the County Facility. Retaking of temperatures will be allowed 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.
11. If a visitor answers yes to any screening question or has a temperature of 100.4°F or more, the visitor will not be eligible to enter the County Facility.
12. Information will be available for visitors who are not eligible to enter a County Facility regarding who to speak with to discuss whether there are alternative means of receiving County services.
13. Visitors who pass the risk, symptom, and temperature screening and who comply with the Cloth Face Covering requirements set forth above may enter the County Facility.
14. If a visitor leaves the County Facility and returns 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 8 – More Stringent Screening and Cloth Face Covering Requirements at Certain County Facilities

More stringent visitor screening and admission requirements may be implemented at certain County Facilities. For example, the Adult Detention Facility may elect to require Cloth Face Coverings if and when visitors are admitted to the Facility even if the State of New Mexico and CDC do not recommend Cloth Face Coverings.

Section 9 – Social Distancing Required

Visitors must socially distance whenever possible while in County Facilities.

Section 10 – 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 11 - Resources

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

Section 12 – 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.



Gregory S. Shaffer, County Manager

5/16/2022
Date



SANTA FE COUNTY VISITOR SCREENING PROTOCOL

To do our part in preventing the spread of COVID-19 in our community and workplace, we are restricting access to this facility for anyone who is experiencing symptoms of COVID-19. A positive response to either of the first two questions will result in denial of entry into any Santa Fe County building, as will a temperature of 100.4 degrees or higher. Additionally, those who are not fully vaccinated must wear a cloth face covering, surgical mask or respirator while inside any County facility.

1. Does the New Mexico Department of Health or the Centers for Disease Control and Prevention currently recommend that you quarantine or self-isolate for any reason? Yes No
2. Do you currently have any of the following potential COVID-19 symptoms that are unexplained by other medical diagnosis or chronic condition, such as seasonal allergies or asthma (place a check next to each symptom the visitor has):

Fever or feeling feverish (chills, sweating) Yes No
Cough Yes No
Shortness of breath or difficulty breathing Yes No
Sore throat Yes No
Muscle or body ache Yes No
Recent loss of taste or smell Yes No
Nausea or vomiting Yes No
Diarrhea Yes No
Fatigue Yes No
Congestion or runny nose Yes No
Headache Yes No

3. Are you fully vaccinated against COVID-19 (meaning it has been at least two weeks since your second dose of a 2-dose COVID-19 vaccination series, or the first dose of a 1-dose COVID-19 vaccine)?

Yes No

