

## COVID-19 Screening Guidelines

### Overview:

- **DO NOT COME TO CAMPUS IF YOU ARE SICK OR SUSPECT YOU HAVE BEEN EXPOSED TO COVID-19.**
- **Initial Screening** using the Health Verification Form (HVF) is required for all Evergreen employees and students.
- **Compliance Monitoring** is the responsibility of COVID Supervisors for their program or work area.
- **On-site screening** is required to access any indoor drop-in activities or services, or outdoor in-person services lasting more than 5 minutes.
- **Anyone can complete a paper health verification** anywhere on-site screening is required.

### Definitions:

- **Health Verification Form (HVF)** means the form accessed via [my.evergreen.edu](http://my.evergreen.edu)
- **Initial screening** means completing the HVF prior to coming to campus
- **Compliance monitoring** means ensuring that students and employees in your class activity or work group follow health screening policy
- **On-site screening** is a screening that happens person-to-person for drop-in activities or services
- **Paper health verification** is explained/provided below

### Details:

**Initial Screening** is completed prior to arrival on campus.

**Evergreen community** (with CAS login): Prior to arriving on campus or to an in-person Evergreen activity on or off campus, all Evergreen employees and students should complete the Health Verification Form on [my.evergreen](http://my.evergreen.edu).

**Visitors** and anyone without the ability to complete the online HVF: if possible, these individuals should be notified in advance of the on-site screening process and directed to stay home if they feel sick or have been exposed to COVID-19. Whether or not visitors provide advance notice of arrival, on-site screening is obligatory where required.

**Compliance Monitoring** is a COVID supervisor responsibility for regularly scheduled in-person activities with defined groups of participants and/or employees.

**Process:** COVID supervisors are responsible for their employees and/or students adhering to the initial screening process using the Health Verification Form on [my.evergreen.edu](http://my.evergreen.edu). They can monitor compliance in the following ways:

- Through the *Reports* menu at the top of the Health Verification Form online
- Through *Class List and Evaluations* on [my.evergreen](http://my.evergreen.edu)
- By submitting an HVF by proxy for their employee or student
- By the individual showing their health verification “badge,” found in the *Health Verification Status* on [my.evergreen](http://my.evergreen.edu).

**On-Site Screening** is required to access any indoor in-person activities or outdoor in-person activities lasting more than 5 minutes, for which prior compliance monitoring is not possible, such as for unscheduled services and activities

**Process:** Once on-site, individuals will be asked to verify their health status one of two ways:

1. By showing their health verification “badge” which is found under *My Profile* on [my.evergreen](http://my.evergreen.edu)
2. By completing the in-person health verification using the *COVID-19 On-Site Screening and Visitor Log*

**Example** scenario of the above processes, using Kat, a student in a hybrid program who also works in RAD facilities.

- Kat completes their HVF on my.evergreen before coming to campus (initial screening)
- Kat's supervisor verifies HVF completion using the *Reports* menu on the HVF (compliance monitoring)
- Kat goes to SWS for a flu shot. The staff member at SWS uses FORM A (below) and asks Kat to see their HVF badge (on-site screening)
- The SIT responsible for Kat's lab work checks the class roster to verify completion (compliance monitoring)
- Kat picks up a book from the library using outdoor pick-up (NO screening or monitoring required)

**Example** scenario of the above processes, using Randi, the elevator repair person.

- Randi is contacted to arrive on campus on a specified day and time, and provided with the guidelines via telephone/email
- Randi *does not* provide health information in email (does not create a health record in email)
- The supervisor who greets Randi at the designated building door/day/time follows the on-site screening health verification protocol using Form A below (on-site screening)
- The supervisor maintains the log and ensures that Randi wears a mask, physically distances, and observes related College policies and protocols





# THE EVERGREEN STATE COLLEGE COVID-19 SCREENING

PDF version available at [sites.evergreen.edu/covid19/hvf/](https://sites.evergreen.edu/covid19/hvf/)

<b>PLEASE READ EACH QUESTION CAREFULLY</b>		<b>ANSWER EACH QUESTION AS IT APPLIES TO YOU</b>	
<p><b>Have you experienced any of the following symptoms in the last 72 hours that you CANNOT ATTRIBUTE TO ANOTHER HEALTH CONDITION or a SPECIFIC ACTIVITY such as physical exercise?</b></p> <ul style="list-style-type: none"> <li>• Fever</li> <li>• Chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Fatigue</li> <li>• Muscle or body aches</li> <li>• Headache</li> <li>• New loss of taste or appetite</li> <li>• Sore throat</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul>	<b>YES</b>	<b>NO</b>	
<p><b>Within the last 14 days, have you:</b></p> <ul style="list-style-type: none"> <li>• Been diagnosed or tested positive for COVID-19?</li> <li>• Had close contact (within 6ft. for 15 min or more) with someone who is currently sick with suspected or confirmed COVID-19?</li> <li>• Had close contact with a person who has themselves knowingly been in close contact with someone who is currently sick with suspected or confirmed COVID-19?</li> </ul>	<b>YES</b>	<b>NO</b>	
<p><b>Within the last 14 days, have you traveled</b> outside of Washington State?</p>	<b>YES</b>	<b>NO</b>	
<p>Did you answer <b>NO</b> to <b>ALL QUESTIONS</b>?</p>	<p>Access to Evergreen facilities and/or in-person activities is <b>APPROVED</b>, providing all other requirements to participate have been met.</p>		
<p>Did you answer <b>YES</b> to <b>ANY QUESTIONS</b>?</p>	<p>Access to Evergreen facilities and/or in-person activities is <b>NOT APPROVED</b>. Individuals should speak with the specific area for remote access instructions or alternative arrangements.</p>		

Any individual answering **YES** to **ANY** of these questions or refusing to answer the screening questions will not be allowed to access an Evergreen facility or in-person service or activity.