



all for you



# Back 2 Work Startup Guide: Protecting Your Workforce During COVID-19 and Beyond

Presented by **Henry Ford @ Work**  
[b2w@hfhs.org](mailto:b2w@hfhs.org)

Version 1.0 – 05.11.2020

# Disclaimer

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# What Is This All About?

The novel COVID-19 pandemic has taught us that nothing is more crucial to your operations than ensuring the health, safety and wellness of your workforce.

As the brunt of the pandemic begins to move past us, it is still critical that public and business leaders alike take measures to ensure their workforces are protected when the return to work order is given.

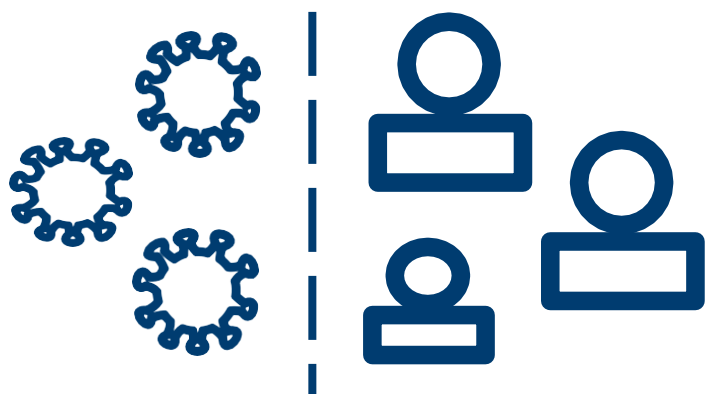
This Startup Guide has been designed to help you think about the steps you and your organization will need to follow to safeguard your workforce and, by extension, your bottom line.

## THIS STARTUP GUIDE WILL TEACH YOU:

- ✓ How to set up an employee and visitor screening process.
- ✓ What tools, materials, and human capital is needed to set this up.
- ✓ What infrastructure is needed to successfully operationalize this process.
- ✓ How Henry Ford can help your company get back to work.



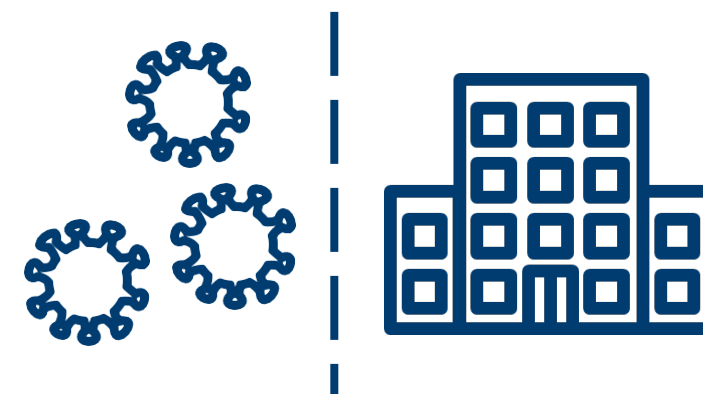
# What Is An Employee & Visitor Screening Process?



This is your company's **first level of defense** to prevent a COVID-19 outbreak at your site.



The process involves asking all your employees and visitors who enter your public worksite a set of **symptom checking questions** and taking their temperature to rule out **fever**.



An employee screening process will allow you to take action before an employee becomes a **vector for infection** to the rest of your workforce.



# Why Does Your Company Need A Visitor / Employee Screening Process?



In this time of **economic recovery**, you can't afford to have your workforce down.

You want your employees to feel safe to return to work at your facilities, as well as your customer.



The jury is still out on whether or not an individual can be **immune to COVID-19** once he or she recovers from an initial infection.

There may be a “seasonality” effect to COVID-19, meaning the **virus may not completely disappear**. Rather, it will spike from time to time, similar to the regular flu season.



At this time, **no vaccine exists** to prevent your employees from contracting COVID-19.



The potential for a **second wave of COVID-19**, after the state-mandated economic shut down and social distancing measures are removed, is very real.



# What's included in an employee and visitor screening process?

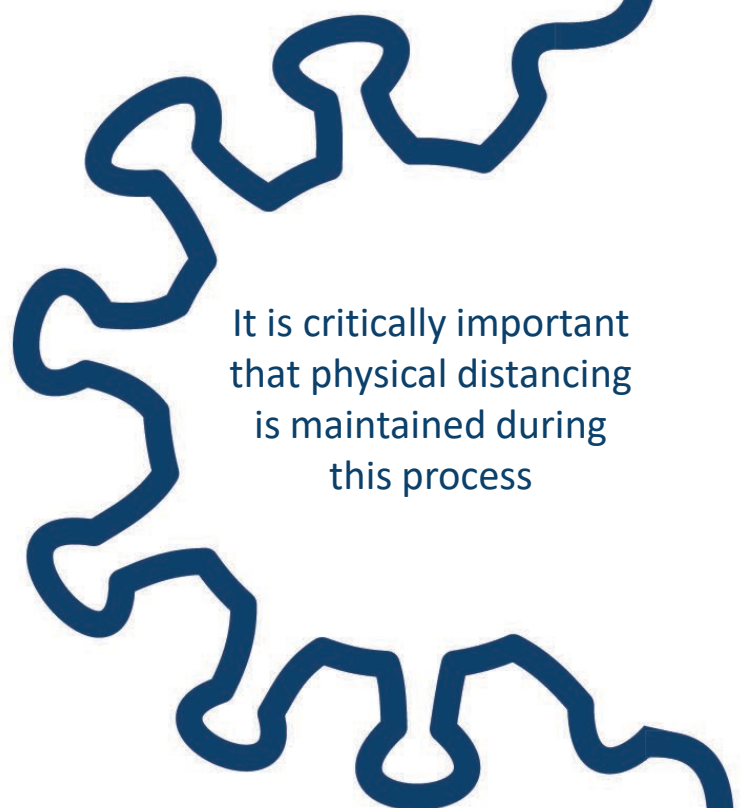
You will need to accomplish the following at screening stations set up at your site entrances:

## (1) Ask Symptom Checking Questions

1. Do you have a fever?
2. Have you experienced chills or drenching night sweats in the last 3 days?
3. Have you had any of the following symptoms: cough, loss of taste or smell, shortness of breath, body aches, headache, sore throat, runny nose or nasal congestion?
4. Have you traveled internationally/outside of Michigan within the last 14 days?
5. Have you had close contact with a confirmed/probable COVID-19 case?

## (2) Take a Temperature

- ⚙ A temperature ABOVE 100.4°F (38.0°C) indicates a fever.



It is critically important that physical distancing is maintained during this process



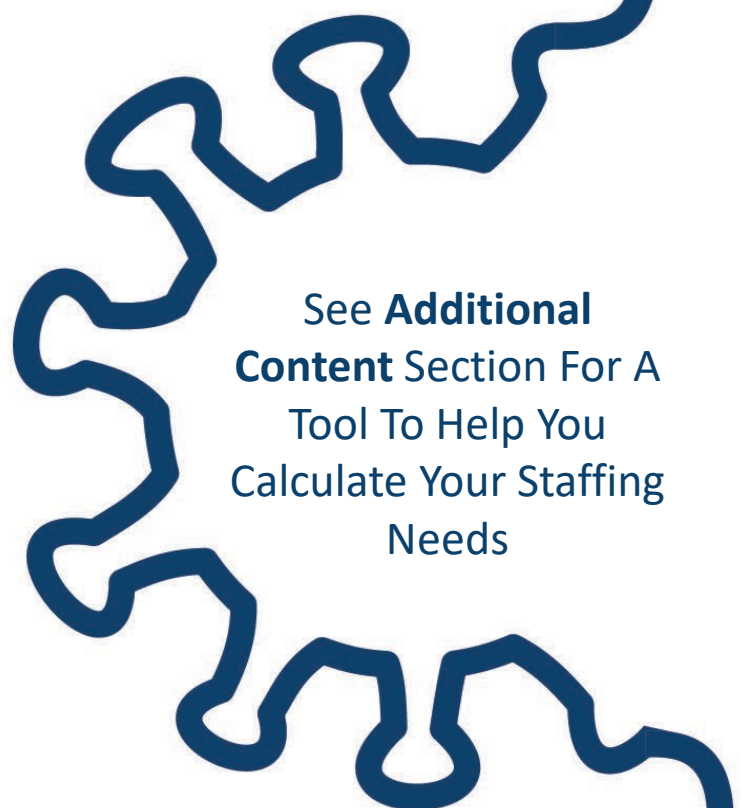
If an employee or visitor answers YES to any screening question or has a temperature above 100.4°F, they are considered to have FAILED the screening and need to follow your process.

# Staffing Model

You might identify members of your workforce or consider deploying resources from your onsite clinic, occupational health team or employee health teams. Henry Ford Health System can also provide staff, and help set up your screening stations.

## Basic Functions To Be Performed At Each Screening Station

- ⚙️ Function 1: Ask symptom checking questions
- ⚙️ Function 2: Facilitate temperature check
- ⚙️ Function 3: Provide validation sticker/ further instructions



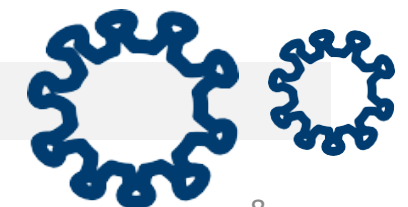
See **Additional Content** Section For A Tool To Help You Calculate Your Staffing Needs



Henry Ford can staff and train. Contact us for further details | [b2w@hfhs.org](mailto:b2w@hfhs.org) | 313-874-7164

# What Tools And Equipment Do You Need?

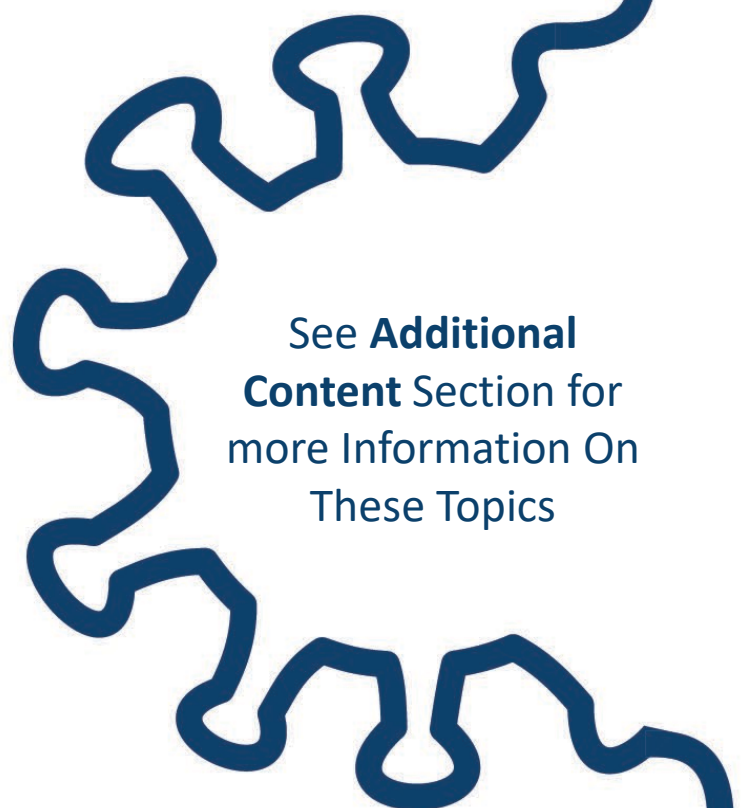
WHAT IS NEEDED?	HOW IS IT USED?
<ul style="list-style-type: none"> <li>⚙️ THERMOMETER</li> </ul>	To determine if your employee or visitor has a fever or not (one of the symptoms of COVID-19)
<ul style="list-style-type: none"> <li>⚙️ TEMPERATURE LOG</li> </ul>	Optional, to record the temperature of your employees returning to work
<ul style="list-style-type: none"> <li>⚙️ EDUCATIONAL MATERIALS</li> </ul>	Explains the purpose of the screening stations, and directs what employees should do if they fail the screening
<ul style="list-style-type: none"> <li>• SIGNAGE</li> </ul>	To indicate a mandatory screening process has been put in place by your company, and to direct employees entering the building to stop and wait for further instruction.
<ul style="list-style-type: none"> <li>• COLORED STICKERS / INK STAMPS</li> </ul>	To be placed on the employee badge, or on a visible part of their body to show that they have been screened on that day. Rotate colors by day.
<ul style="list-style-type: none"> <li>⚙️ SURGICAL MASKS</li> </ul>	To be worn by screening station employees and provided to employee(s) who fail the screening assessment
<ul style="list-style-type: none"> <li>⚙️ HAND SANITIZER</li> </ul>	To be used by screening station employees to disinfect their hands between each screening
<ul style="list-style-type: none"> <li>• GLOVES</li> </ul>	To be used by screening station employees (optional)
<ul style="list-style-type: none"> <li>⚙️ CLEANING WIPES</li> </ul>	To clean tables and equipment
<ul style="list-style-type: none"> <li>• TABLE(S)</li> </ul>	This becomes your screening station





# Infrastructure Needed

- ⚙ Process and policy around restricting entrances to your building.
- ⚙ Process and policy regarding visitors and contractors.
- ⚙ Process and policy for use of surgical masks, homemade masks and other PPE.
- ⚙ Process and policy for employees who fail their screening.
- ⚙ Process and policy to have employees tested for COVID-19/ test positive for COVID-19.
- ⚙ Process and policy for employees who refuse to be screened and tested.
- ⚙ Clear and consistent internal and external communication plan.



See **Additional Content** Section for more Information On These Topics



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# We Can Help You Get Back To Work

Henry Ford is here to help your company get back to work.


- Review of your organization's back to work plans via teleconsultation.
- Educational webinars for leaders and team members.
- Consultation, set-up and training to operationalize your own employee and visitor screening program.
- Facilitation of **COVID-19 testing** at safe and secure Henry Ford sites (mobile options available).
- Administration of **COVID-19 antibody testing** program for your workforce (mobile options available).
- **Contact us for a more detailed version of the Back 2 Work Startup Guide**



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# Henry Ford @ Work: Menu of Services

- **Occupational Health: On-site And Near-site Customized Programs**
  - Includes Return to work, vaccinations, drug and alcohol testing, annual physicals, physical therapy, employee wellness and more.
- **Primary Care: On-site And Near-site With Integrated Virtual Diagnostic Capabilities**
- **Back To Work: Comprehensive Programs Partnering With Businesses To Operate In Our “New Normal”**
  - COVID Testing (On-site and Near-site options).
  - COVID Antibody Testing (On-site and Near-site options).
  - Review of your organization’s back to work plans.
  - Employee and Visitor Screening Process
  - **Partnership Program: Builds upon your Business’ own screening process with a “Return to Work Navigator” system** for potential symptomatic staff. *A convenient “1-800” call to a Henry Ford clinician, expedited COVID testing, case management team* that works directly with your HR department, all with the goal of returning your employees back to work



Industry  
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# My team and I are here to help...

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The COVID-19 pandemic has taught us that nothing is more crucial to your operations than ensuring the health, safety, and wellness of your workforce. As we begin to move forward, Henry Ford is here to help you take measures to ensure that your workforce is protected when the return to work order is given.

During this unprecedented time, we want to continue to be your trusted partner in supporting the health and safety of your teams. I look forward to speaking with you, please do not hesitate to reach out by email [b2w@hfhs.org](mailto:b2w@hfhs.org) or call 313-874-7164.

I look forward to speaking with you soon. I hope you and your families are staying safe.

**Susan Greene**, Director of Occupational Health  
Henry Ford Health System and YOUR Back to Work Team





all for you

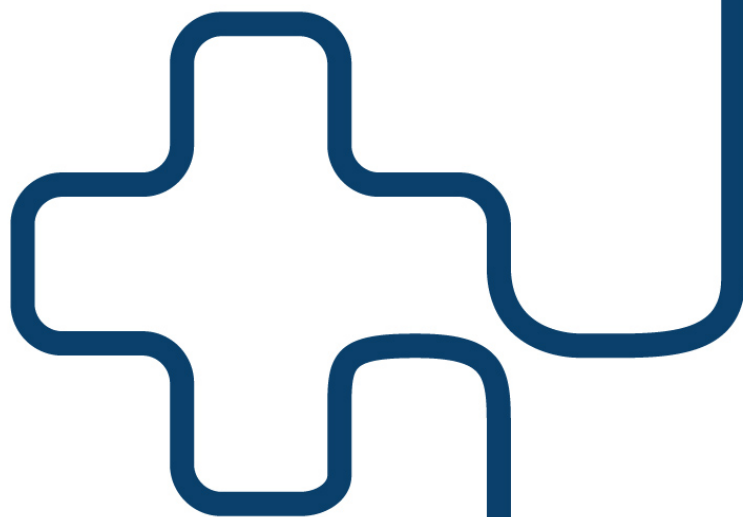


# ADDITIONAL CONTENT

## Back 2 Work Startup Guide: Protecting Your Workforce During COVID-19 and Beyond

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# STAFFING MODEL

# TOOL: How Many Screeners Do We Need?

Shift	# of Employees to be Screened / Daily	Time to screen one employee (in minutes)	Number of Screeners	Total Time to Screen All Employees (in minutes)
A	100	.5	10	10
B	150	.5	5	30
C	300	.5	20	15
D	50	.5	2	25



[CLICK HERE](#) to access our Staffing Model Tool | [b2w@hfhs.org](mailto:b2w@hfhs.org) | 313-874-7164



# INFRASTRUCTURE NEEDED



# Process And Policy Around Restricting Entrances To Your Building

- ⚙ Consider restricting entrances to your building(s); it may not be economically or logistically feasible to set up screening stations at all your entrances.
- ⚙ Use our staffing model tool to help determine how many screening stations you may need. Factors you will need to consider include the number of employees passing through an entrance (by shift), the acceptable wait time, and physical distancing.
- ⚙ Don't forget to factor in visitors, contractors, and other partners who access your facilities regularly.
- ⚙ It takes approximately 30 seconds to properly screen an individual.



[CLICK HERE](#) to access template version of Restricted Entrance Signs

# Process And Policy Regarding Visitors and Contractors

- ⚙️ Depending on the impact to your business, consider limiting the amount of visitors, contractors and partners that enter your facilities.
- ⚙️ In the case where it does not make sense to limit visitors, ensure that visitors entering your facility are also subject to your screening procedures.
- ⚙️ Be sure visitors, contractors, and partners are part of your communication plan. Be proactive in letting your stakeholders know what measures you are taking to protect them and your workforce at the point of entry to your business.

# Process And Policy For Use Of Masks and Homemade Masks

- ⚙ Personal protective equipment (PPE) like [N95 masks](#), [surgical masks](#), homemade masks and gloves if used correctly, can add an additional layer of protection to your workforce while onsite.
- ⚙ Consider your organization's position on whether or not employees should be required to wear some type of mask while at work.
- ⚙ Also consider your organization's position on employees wearing homemade and makeshift masks as personal protective equipment.
- ➡ ⚙ [Center for Disease Control and Prevention \(CDC\): "How to protect yourself and others"](#)
- ➡ ⚙ [US Food and Drug Administration \(FDA\): "Personal Protective Equipment for Infection Control"](#)

# Process And Policy For Employees Who Fail Their Screening

- ⚙ If an employee fails screening, meaning they have presented with symptoms of COVID-19 and/or are running a temperature, they will need to be seen by a medical professional to rule out a COVID-19 positive diagnosis.
- ⚙ Your process and policy will need to consider the following items;
  - ⚙ When the employee fails the screening, who is contacted?
  - ⚙ Who is to follow up with the employee to provide guidance for next steps?
  - ⚙ Will employees be required to take vacation or sick time while they are waiting your direction?
  - ⚙ Will you as the employer help the employee find a testing site?



Henry Ford has a multiple testing sites. Contact us for further information | [b2w@hfhs.org](mailto:b2w@hfhs.org) | 313-874-7164



# Process And Policy To Have Employees Tested For COVID-19/ Test Positive for COVID-19

- ⚙ After an employee fails their screening, they will likely need to be tested to rule out a positive COVID19 diagnosis. This currently requires a provider's order. You will need to consider the following items in your process and policy:
- ⚙ Identify a clinical provider who can determine if your employee needs to be tested for COVID19, along with a clear communication channel between the provider, the employee and the employer.
- ⚙ Develop language around self-quarantine and isolation for symptomatic employees and do the same for employees who test positive for COVID-19. Determine how many days an employee will need to remain in quarantine for.
- ⚙ Determine whether employees who are quarantining will need to take vacation, sick time, or be placed on medical leave. You should also consider what the implications are on the employee's benefits and seniority.
- ⚙ Develop language around getting back to work. What is the acceptable amount of time an employee must be symptom-free before you allow them back into your organization (physically)? How might an employee's ability to work from home impact this?



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# Process And Policy For Employees Who Refuse To Be Screened And Tested

- ⚙️ You will need to be prepared if one of your employees refuses to be screened or refuses to receive and COVID-19 test. This should be a rare occurrence but you should be prepared and will need to think about what steps your organization would like to take.

# Clear And Consistent Internal and External Communication Plan

## Internal (Employees)

- Strategic importance of employee screening.
- Overview of what a screening process looks like.
- Estimated time to complete a screening, including wait time.
- High level language process if an employee fails the screening.
- Language on where to find more information; detailed policies and process.
- Point of contact who employees can speak with to ask questions.

## External (Visitors, Vendors, Partners)

- Strategic importance of a screening process.
- Clear statement indicating visitors will be subject to screening process.
- Overview of what a screening process looks like.
- Estimated time to complete a screening including wait time.
- High level language process if a vendor fails the screening.
- Point of contact vendors one can speak with to ask questions.
- *Consider restricting certain types of visitors, vendors, and partners altogether on an interim basis.*
- *Or, identify critical visitors, partners, and vendors who would be allowed to present on-site and would be subject to screening.*



[CLICK HERE](#) to access template version of these documents

# We Can Help You Get Back To Work

Henry Ford is here to help your company get back to work. Listed below are some of the ways we are already helping our community return to the “new normal”.

- Review of your organization’s back to work plans via teleconsultation.
- Educational webinars for leaders and team members.
- Consult, set-up and training to operationalize your own employee and visitor screening program.
- Facilitation of **COVID-19 testing** at safe and secure Henry Ford sites (mobile options available).
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