



Health Screening Policy

Policy # WF029
Effective: 3-22-2021

Policy Owner: Director, Office of Human Resources

Policy Contact: Assistant Director, Office of Human Resources

Policy Statement

To safeguard the workplace, to the extent reasonably possible, Minnesota Department of Transportation (MnDOT) employees who are assigned to work at the workplace (rather than telework) must self-monitor for signs and symptoms of COVID-19, stay home if sick or experiencing symptoms, and report to their supervisor if they are sick or experiencing symptoms.

To protect, to the extent reasonably possible, the health and safety of MnDOT employees from the direct threat resulting from the spread of COVID-19 in the workplace, MnDOT employees [must complete the mandatory health screening](#) for potential exposure to COVID-19 and symptoms of COVID-19 prior to entering the workplace each day.

Employees must not be admitted to the workplace if they do not complete and pass the screening. Employees are expected to answer the screening questions truthfully.

Employees who refuse to complete the screening must not be admitted to the workplace. Employees who are assigned to work at the workplace and refuse to complete the screening may be subject to disciplinary action, up to and including discharge, and may be placed in no-pay status.

This policy is subject to change at the discretion of the agency.

Reason for Policy

The COVID-19 pandemic presents an unprecedented challenge to our State. The virus is highly contagious and potentially deadly. To the extent reasonably possible, the purpose of this policy is to prevent employees who may have COVID-19 from entering the workplace. Screening employees for potential exposure to COVID-19 and symptoms of COVID-19 is a critical tool for minimizing potential exposure to COVID-19 in the workplace.

Applicability

All MnDOT employees must comply with MnDOT policies. This policy applies to all employees who are assigned to work at the workplace (including an office, lab, field, or any other physical location) and all employees who wish to enter the workplace for more than **10** minutes.

Key stakeholders affected by this policy include:

- All MnDOT employees

Definitions

COVID-19

The name of the disease caused by the new coronavirus that is called SARS-CoV-2, or sometimes just “novel coronavirus”.

Health Screening

Employee responses to health-related screening questions to identify signs or symptoms of COVID-19.

Tennessee Warning

Notice given to individuals when collecting private or confidential information from them.

Workplace

For the purposes of this policy, a MnDOT workplace includes any public service environment, office, lab, field, project trailer, or other physical location that is owned and/or controlled by MnDOT. This does not include a teleworking location.

Responsibilities

Office of Human Resources

- Determine health screening protocol and procedures and update as needed.
- Ensure compliance with policy and assist with performance management and discipline, up to and including discharge.

Human Resources (Central Office and Districts)

- Assist employees in determining whether paid COVID-19 leave is available.
- Retain health-related information for at least one year.

Managers and Supervisors

- Monitor the daily attendance reports to ensure that your employees are completing the daily health screenings.
- Work with Human Resources to manage performance, as needed.

MnDOT Employees

- Self-monitor for signs and symptoms of COVID-19.
- Stay home if sick or experiencing symptoms.
- Report to supervisor if sick.
- Complete the COVID-19 health screening before entering the workplace each day.
- For employees who do not pass the health screening, follow the return to work protocol and requirements described in the Health Screening Procedures.

Policy Owner (Director, Office of Human Resources)

- Review policy every year, or sooner as necessary, to ensure policy remains up-to-date.

- Ensure procedures and training associated with the policy remain current.
- Work with Policy Coordinator to revise policy and/or confirm its accuracy.
- Communicate policy revisions, reviews, and retirements to stakeholders.

Resources & Related Information

Forms

- [Online Health Screening Form](#)

Processes, Procedures, and Instructions

- [Health Screening Procedures](#)

Resources

- Business Data Catalog (BDC) – accessible from employee Intranet
- MnDOT's [Policy Website](#)

History & Updates

Title: *Health Screening Policy (2020)*

Revision	Date	Comments
Initial Adoption	7-9-2020	Policy #WF029 adopted
1 st Revision	11-23-2020	Updated definitions
2 nd Revision	2-15-2021	Revised per statewide policy changes
3 rd Revision		

Policy Review

This policy has been reviewed by the Policy Owner, the policy content is current, and no significant modifications are needed. Minor modifications have been noted in the "Comments" section.

Date	Policy Owner Signature	Comments