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*Susanne R. Young, Secretary*

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**TO: Agency and Department Heads**  
**FROM: Susanne R. Young, Secretary of Administration**  
**DATE: May 14, 2020**  
**RE: Pre-screening Protocol for Employees and Visitors Entering State Facilities During the COVID-19 Pandemic**

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As we continue to reopen services and bring employees back to work, we must be vigilant in following the recommendations from the [Vermont Department of Health](#) to protect our employees and the Vermonters we serve from potential exposure to, and spread of, the COVID-19 virus. In accordance with [Addenda 11](#) of the Governor's Stay Home/Stay Safe Executive Order, pre-screening including temperature checks and a health survey is required to verify each employee has no symptoms of respiratory illness (fever, cough, and/or shortness of breath). Visitors are also required to complete a pre-screening health survey before entering state facilities.

[Pre-screening procedures](#) have been developed to aid with statewide implementation. Employees and visitors will be required to enter through a designated entrance and participate in a [pre-screening health survey](#). If they had close contact with a person confirmed to have COVID-19 in the past 14 days, are having illness symptoms, and/or a fever of 100.4°F or greater, they will not be allowed to enter the facility. BGS is working with the SEOC to distribute non-contact thermometers to State facilities.

These unprecedented times call for unprecedented measures to ensure the health and safety of our employees, visitors and each other. Consistent adherence to pre-screening along with physical distancing requirements, hygiene guidance, and safety protocols will help prevent the spread of COVID-19. We all must all do our part to protect our personal health and safety, as well as the health and safety of others.

To be clear, this is not authorization for state employees to return to the worksite. Those employees who are currently authorized to report to a worksite, however, will be expected to comply with the protocol. Those employees who have not been authorized to return to their worksites should continue to work remotely unless otherwise instructed by their agency or department head.

I thank you for your service to the State of Vermont and supporting the response to the pandemic. We will get through this together.

