

## **Guidance for screening non-TTUHSC attendees at meetings and events**

It is the host/planning's departments responsibility to provide staff and implement a screening process for non-TTUHSC attendees at meetings or events. If any person indicates they are exhibiting COVID-19 symptoms and/or have a fever greater than 100 degrees Fahrenheit, entry should be prohibited.

### **Who should be screened?**

Screen all non-TTUHSC guests and attendees at university-sponsored meetings and events. TTUHSC team members (faculty, staff and residents) and students are responsible for completing their required daily self-screening prior to arriving on campus.

### **When should attendees be screened?**

Screen guests and attendees upon arrival each day the function is held. Screening may be included as part of the registration/check-in process.

### **How to screen for COVID-19?**

Screening should be conducted safely and respectfully. Use of social distancing, barriers or protective equipment may be utilized to protect the screener.

#### **Screening Steps:**

1. Take the individual's temperature with an infrared thermometer.
2. Ask the following questions:
  - a. Have you had contact with anyone that you know has been diagnosed with COVID-19?
  - b. Have you had a positive COVID-19 test for active virus in the past 10 days?
  - c. Have you exhibited any COVID-19 symptoms that you cannot attribute to another condition, including cough, muscle aches, throat pain, shortness of breath or loss of taste or smell?

If temperature is greater than 100 degrees Fahrenheit and/or the individual answered "yes" to these questions, prohibit the individual from entering the meeting or event.

Attendee list should include affirmation that screening was conducted for each attendee.