



NPS Building Occupant Self-Screening Guidance

As of April 15, 2021

As noted in the [DOI Workforce Safety Plan](#), the Department of the Interior relies on employees, contractors, volunteers, and visitors to DOI workplaces to conduct a self-screening for symptoms of COVID-19 before entering a DOI facility or DOI-leased facility.

Employees, Volunteers, Partners, Contractors, Concessioners

Operational Overview

In furtherance of Executive Order No. 13991, all on-duty employees who enter buildings, or office space within buildings administered or used and occupied by the NPS must self-screen for COVID-19 symptoms before entering those buildings or office space. This requirement applies to NPS employees and volunteers as well as partners, contractors, commercial use authorization holders, leaseholders, and concessioners (collectively “partners”) who regularly work in those buildings or office space, as well as to members of the public (visitors), including meeting participants. This requirement applies both to federally owned or controlled buildings, or portions thereof occupied by the NPS and those assigned to partners. Signs with self-screening requirements will be posted at the entrances to all such buildings and/or office spaces. NPS managers should also directly communicate this self-screening requirement to all NPS employees, volunteers, partners, contractors, and concessioners.

There is no requirement for any employee to notify NPS that they have performed the self-screening questionnaire. The self-screening of any NPS employee, volunteer, partner, or visitor will not be monitored for compliance, nor will the recording of temperatures or other health information, or any other activities that would result in the creation of a medical record.

For on-duty employees or volunteers who voluntarily disclose that they refuse to perform a self-screening, they may be denied entrance to the facility. Supervisors of those employees are encouraged to contact their servicing Employee and Labor Relations office for further guidance. Similarly, partners who disclose that they refuse to perform a self-screening may be denied entrance to a facility.

Implementation

Superintendents, supervisors and/or office managers will notify NPS employees, volunteers, partners, contractors, and concessioners of their obligations to self-screen and will post signage at the entrance of buildings or portions thereof used or occupied by NPS. NPS will provide employees with a checklist (based on CDC guidance) of questions that employees must ask themselves before entering their duty-station each day.

Employees or volunteers who believe they are exhibiting any of the below symptoms because of COVID-19 should contact their supervisor. Supervisors should consult with their regional office of Public Health consultant on how to address these situations.

Self-Screening Questions (adapted from CDC guidance):

Each day before reporting to work, please ask yourself the following questions:

- Have you experienced any of the following symptoms in the last 48 hours:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Within the past 14 days, have you been in close physical contact (6 feet or closer for a cumulative total of 15 minutes during a 24-hour period) with:
 - Anyone who is known to have a laboratory-confirmed case of COVID-19?

OR

 - Anyone who has any symptoms consistent with COVID-19?
- Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?
- Are you currently waiting on the results of a COVID-19 test due to having been potentially exposed or exhibiting symptoms?

If you answered “Yes” to any of these questions, you should not enter the workplace today, and should notify your supervisor of your status immediately.

Signs and Questionnaire

- Self-screening Sign for Staff Entrances on the [Signs and Graphics page](#) of InsideNPS (internal link)
- [Printable questionnaire for staff](#) (internal link)

Visitors

Operational Overview

Visitors must be provided with a message to self-screen for COVID-19 symptoms prior to entering NPS buildings or offices or onto NPS administered lands. Parks should post signs reminding visitors to self-screen at the entrances of NPS buildings or offices, including buildings or lands under the control of commercial service providers or partners, and at other locations such as entrance stations, parking lots, information kiosks/bulletin boards, etc. at the superintendent's discretion. In general, parks and offices should ensure that visitors are given multiple opportunities to know this information upon arrival at a park or park facility before reaching the facility itself.

NPS COVID-19 pandemic screening will not include the supervised screening of park visitors, recording of temperatures or other health information, or other actions that would result in the creation of a medical record (excepting, however, that medical records generated as part of an emergency medical response by NPS emergency medical technicians or

first responders will continue to be handled and managed as required by policy). The NPS will not have an enforcement mechanism for verifying that visitors have performed a self-screening as required. As self-screening cannot be readily enforced, park compendia do not require updating to include a self-screening provision.

Implementation

The following language is taken directly from the solicitor-reviewed/approved update to NPS signage for masks. Signage will be posted at the entrance to park buildings, at park entrance stations, and in other appropriate locations at the discretion of superintendents or building managers. Parks should ensure that signage about screening, masks, and other positive requirements are posted in multiple locations so visitors have a reasonable opportunity to know these requirements from multiple sources. These signs can be sized to fit on sandwich boards, bulletin boards, or in other static or movable locations in parks. Language can also be adapted for other digital formats such as digital highway signs. In order to be easily understood by visitors, to fit legibly on signs of a reasonable size, and to convey key information, CDC guidance is encapsulated into four self-screening requirements, as outlined below:

For the health and safety of others, please do not enter this [facility/park/parking lot/hotel/etc.] if:

- You were asked to isolate by a doctor or health department within the last 14 days.
- You were diagnosed with COVID-19 and do not meet the Centers for Disease Control and Prevention criteria to end isolation.
- You had close contact with someone with COVID-19 in the last 14 days.
- You are experiencing [symptoms of COVID-19](#).

Approved signs for visitor entrances to buildings that are open is on [InsideNPS](#) (internal link).