



DATE: March 27, 2020

TO: NDCS Staff

FROM: Diane Sabatka-Rine, Chief of Operations

RE: New Staff Member Screening Procedure

In addition to visitors and other guests, all staff members will now be required to undergo a survey health screen, before entering any NDCS facilities or office buildings. This screening process consists of a list of questions including:

- Do you have a fever, cough or shortness of breath?
- Have you traveled by plane in the last 14 days?
- Have you had contact with a person who has a confirmed case of COVID-19 in the last 14 days?

This information will be recorded in the log book that is kept at each building entrance.

Previously, we were requesting staff members to self-assess their symptoms. The expectation going forward is that staff members will be required to undergo this formal screening process each time they enter ANY NDCS facility/building. If you answer "yes" to any of the screening questions, a supervisor will be contacted to allow or deny entrance to the facility.

If you have questions about any of these instructions, contact your immediate supervisor or the facility warden. Thank you for your cooperation with this new process. It is another step that we can undertake to: Keep People Safe.

Scott R. Frakes, Director

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