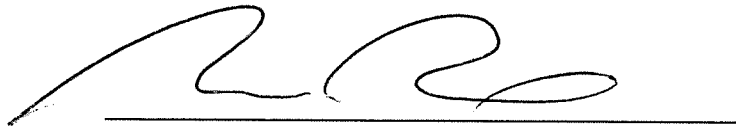


# Levingston Group, LLC

## Temporary Screening Plan

Effective Date: March 19, 2020

Revision 0, March 19, 2020



President

Levingston Group, LLC

**Reference: Levingston Group, LLC, Infectious Disease Preparedness and Response Plan**

**Center for Disease Control and Prevention, Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission (CS 315926-A, 03/12/2020)**

### **Introduction**

In an effort to prevent the spread of infectious diseases and to promote the health of our employees and their families, Levingston has developed a Temporary Screening Plan. This plan will be utilized as called for by Levingston's Infectious Disease Preparedness and Response Plan.

### **Purpose**

The purpose of this plan is to provide guidance on how to implement temporary employee and visitor screening at the Levingston office site in the event it is deemed necessary.

### **Scope**

This plan will cover the following topics as related to visitor and employees assigned to the 210 Teal and 219 Teal office buildings:

- Visitor Screening
- Employee Screening
- Screening Questionnaire

## **Visitor Screening**

During times when Levingston Senior Management classifies the level of community transmission or impact of infectious disease (i.e. COVID-19) for Calcasieu Parish as “Minimal” or higher, according to the recommendations published by the Center for Disease Control and Prevention (CDC), all visitors will be screened prior to being allowed entry into Levingston facilities. The following screening activities will be required:

- All visitors will require an appointment prior to arrival at premises
- All visitors will be directed to the 210 lobby and receptionist
- Unscheduled visitors will be asked to leave the premises and schedule an appointment
- All visitors will be asked to complete a Screening Questionnaire with temperature measurement
- Based on the visitor’s answers, entry rights will be determined

## **Employee Screening**

During times when Levingston Senior Management classifies the level of community transmission or impact of infectious disease (i.e. COVID-19) for Calcasieu Parish as “Moderate” or higher, according to the recommendations published by the Center for Disease Control and Prevention (CDC), all employees will be screen prior to being allowed entry into Levingston facilities. The following screening activities will be required:

- All employees will enter all facilities via the 210 lobby and receptionist
- All employees will be asked to answer a Screening Questionnaire with temperature measurement
- Based on the employees’ answers, entry rights will be determined

## **Screening Questionnaire**

See attached Screening Questionnaire form.

# COVID-19 SCREENING QUESTIONNAIRE

An outbreak of 2019 Coronavirus (COVID-19) requires early and effective detection of suspected cases to limit the risk of exposure to others. We are kindly requesting you to answer the following questions and to have your temperature checked by us.

|   |  |
|---|--|
| <b>Visitor or Employee Name: (Print)</b>    |  |
| <b>Company Name: (Print)</b>                |  |
| <b>Visitor's Livingston Contact (Print)</b> |  |
| <b>Date:</b>                                |  |

- **Within the last 24 hours, have you had any of the following symptoms? Check all that apply:**
  - Yes / No      Fever
  - Yes / No      Cough
  - Yes / No      Shortness of Breath
- **During the last 14 days, have you traveled outside the continental United States?**
  - Yes / No      If answered Yes, provide the following:
    - Destination:
    - Means of Travel (i.e. land, air or sea):
- **During the last 14 days, have you traveled outside the Southwest Louisiana regional area?**
  - Yes / No      If answered Yes, provide the city and state traveled to:
- **Have you spent 5 minutes or more within 6 feet of a person that is under investigation for the COVID-19 Virus?**
  - Yes / No

|                                       |  |
|---------------------------------------|--|
| <b>Visitor or Employee Signature:</b> |  |
| <b>Measured Temperature:</b>          |  |
| <b>Screener Name:</b>                 |  |
| <b>Screener Signature:</b>            |  |