

## Memorandum

**To:** All Persons Entering Housing Authority of St. Louis County Facilities

**From:** Shannon Koenig, Executive Director

**Date:** June 1, 2021

**Subject:** *COVID-19 Screening and Masking Requirements*

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The purpose of this memo is to establish revised standards for Housing Authority of St. Louis County (HASLC) employees and visitors to undergo a health screening prior to entering a HASLC facility for the duration of the COVID-19 outbreak. This memo also addresses masking requirements while working at or visiting HASLC facilities.

### **I. Policy**

Employees of HASLC shall self-screen for symptoms consistent with COVID-19. Non-vaccinated employees will be required to wear a mask while working in HASLC facilities.

All persons who are not HASLC employees entering HASLC facilities may be screened for symptoms consistent with COVID-19. Non-vaccinated visitors will be required to wear a mask while visiting HASLC facilities.

HASLC may institute more strict screening requirements for selected high risk activities, such as larger public meetings in closed rooms and congregate living facilities.

This policy shall be effective June 1, 2021 until ceased by the Executive Director. All questions related to this policy should be addressed to Human Resources at 314-227-3113.

### **II. Implementation**

#### **A. HASLC Employees**

##### **i. Screening Procedures**

Pre-screening of employees' temperature will be required during each visit to HASLC. Employees will be greeted at the employee entrance by the temperature kiosk.

In addition, employees shall self-screen for COVID-19 symptoms prior to entering a HASLC facility. Employees shall self-screen by asking themselves the following questions:

Am I currently experiencing any of the following?

New cough? Yes / No

New shortness of breath? Yes / No

Have I had close contact with a person diagnosed with COVID-19 in the past 14 days? Yes / No

If the employee answers affirmatively to any of the screening questions they shall not enter the building and should monitor for further symptoms and consider getting testing for COVID-19.

**ii. Mask Requirements**

Non-vaccinated employees shall be required to wear a mask at work unless the employee is working alone in an enclosed area. Masks may be provided. Department leaders should consult Human Resources on appropriate staff communication regarding this topic, if necessary.

**B. HASLC Visitors**

**i. Screening Procedures**

Signage must be posted in all HASLC facilities that anyone with symptoms consistent with COVID-19 should not enter.

All persons who are not HASLC employees entering HASLC facilities may be screened for symptoms consistent with COVID-19.

**ii. Mask Requirements**

A mask shall be required for non-vaccinated persons. Masks may be provided at certain locations upon request.

HASLC may institute stricter screening requirements for high-risk activities or situations, such as public meetings in closed rooms or in congregate living facilities, where there is likely to be close contact and/or prolonged contact among individuals. Department staff shall consult with Human Resources about these restrictions and provide notice of the requirements for such activities and situations.