

## Onsite Health Screenings Updated Protocols and Safety Measures

In adherence with CDC, state and local government guidelines, Employee Wellness, along with health partner Be Well Solutions, have enhanced and updated our protocols to safely deliver onsite “Know Your Numbers” screenings to Kent State faculty and staff. Please carefully read the updated protocols and safety measures outlined in this document prior to attending your appointment.

### Participant Expectations

#### Requirements for Screening Participants

- All individuals interested in a screening are strongly encouraged to sign-up in advance via the Be Well Portal at [portal.bewelldata.com](http://portal.bewelldata.com). If a participant walks in for an appointment, BWS will determine whether the individual can be screened depending on the number of individuals currently in the screening area.
- For the safety of the Be Well Solutions (BWS) staff and others, all participants are required to wear a mask throughout the entirety of the screening. Participants are responsible for bringing their own mask.
- Participants should arrive no earlier than 5 minutes ahead of their scheduled appointment.

#### How to Prepare for Your Screening

- Sign up for your biometric screening appointment in advance and arrive on time.
- For the most accurate results, please fast for 8-10 hours prior to your screening, including NO coffee, tea, mints, gum, etc. You may drink plenty of water before your screening to stay hydrated.
- Take all medications as directed by your physician(s).
- Visit the BWS web portal at [portal.bewelldata.com](http://portal.bewelldata.com) to complete the Health Risk Assessment (HRA) prior to the screening.
- Avoid applying hand lotion before your appointment, as it may interfere with the fingerstick blood analysis.
- Wear short sleeves, if possible, to make it easier to take your blood pressure.

### Safety Measures

#### Requirements for Be Well Solutions Screening Staff

- All BWS staff will be wearing masks, face shields, and surgical gowns throughout the screening.
- BWS staff will put on a new pair of gloves in front of each new screening participant.
- BWS staff will disinfect their station after each participant is screened by wiping down measuring tools (scale, blood pressure cuff, stadiometer, etc.) and fingerstick area.

#### Other Safety Measures

- Appointments are spread out to limit the number of participants in the screening area during a given time.
- Each participant will be given an unused pen to complete paperwork that they may then keep.
- Chairs in the waiting area and results review areas will be spaced out to maintain social distancing. Only a limited number of participants will be allowed in the waiting area during any given time and Employee Wellness staff member will monitor for everyone’s safety.
- There will not be a communal pot of coffee for safety reasons, but bottles of water and individually packaged snacks will be available to participants upon their departure.



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### Screening Process

#### Arrival

- Employees arriving for their screening appointment will check in with an Employee Wellness representative in the lower lobby of Heer Hall. All participants will be provided a mini bottle of hand sanitizer upon arrival.
- If you are more than 5 minutes early to your appointment, or the screening/waiting area is at capacity, you may be asked to wait in the lobby until another participant exits the screening/waiting area.

#### During the Screening

- Participants will check in with a Be Well Solutions staff member upon entering the screening area.
- Each participant will be directed to a station to begin their screening and will advance through the screening process with the same BWS staff member to limit person-to-person contact.

#### Screening Results

- Results will be delivered either individually or to a very small group. Results review areas will be properly spaced to allow for social distancing and sanitized after each use.
- Alternatively, after a participant has been screened, they may choose to leave at that time. Screening results will be posted on the BWS portal, and they can schedule time to review their results with a BWS dietitian if they so choose.

#### Results Waiting Area and Prizes

- There will be a limited number of chairs in the waiting area that will be spaced out and regularly sanitized.
- There will be a self-serve station in the waiting area where participants can pick up a newsletter, complete and turn in their Tier 1 Consent, Waiver & Release Agreement, and view available raffle prizes.
- Rather than our usual ticketing system for the prize raffle, all screening attendees will be automatically entered into the raffle. Once we select and contact winners, the winners may choose their preferred prize.
- Employee Wellness representatives will be present to explain the process to participants and clean the waiting and results areas.

The health and safety of our Kent State family is of the utmost importance to us. We will take every precaution to ensure a safe and pleasant screening process. We hope this document has been helpful in conveying expectations and providing peace of mind as you prepare for your appointment. We've missed you all and look forward to seeing you soon!

Sincerely,

**Your Employee Wellness Team**

