

# Administration Building Safe Return to Work: COVID-19 Procedures

Presented to Central Administration Staff  
June 5, 2020



# Daily Mandatory Screenings

## Temperature Checks

**Must be at or below 99.5**

**Temperatures higher than 99.5 will require a doctor's note to return to work**

**Employees will have time to "cool down" if needed when outside temperature is elevated.**

## Screening Questions

**Must answer NO to 5 questions each day**

- **New or worsening cough**
- **Shortness of breath**
- **Loss of taste and smell**
- **Sore Throat**
- **Diarrhea - more than 3 episodes in 24 hours**

## Documentation

**Must be documented each day on each employee**

**STAY HOME WHEN YOU ARE NOT FEELING WELL.**

# Check-In

- Employees must wear masks when entering the building
  - Practice social distancing
  - Employees will be required to complete a medical screening and temperature check at the entrances upon arrival
  - Temp  $\leq 99.5$  and answer “no” on all other symptoms - dot on badge
  - **PLEASE STAY HOME WHEN YOU ARE NOT FEELING WELL**
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# Screening Form

Employee	Temperature	Shortness of Breath	Cough	Diarrhea (>3 in 24hr)	Loss of Smell or Taste	Sore Throat	Date and Initials



# Staggered Schedules

- Arrival Times - Employees will be assigned an arrival time
    - 7:00 a.m., 7:30 a.m., 8:00 a.m., 8:30 a.m., 9:00 a.m.
  - Arrival Locations -
    - Franklin Ave. Entrance
    - City parking deck
    - Waco ISD parking deck
    - After 9:30 a.m. - report to HR reception area to be screened
  - Workdays -
    - Monday - Friday
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# Office Routes

If you work on the 1st floor, please enter at the Franklin Street Main entrance -- or take the stairs.

If you work on the 3rd floor, please take the stairs.

If you work on the 4th-10th floors, then the elevators are designated for your use.

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# Masks and Face Coverings

- Must be used when 6 feet of distance cannot be maintained
  - Must be used in all shared spaces and common areas
  - Should be washed regularly
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# Frequent Hand Hygiene

- Handwashing and use of hand sanitizer should be a regular practice throughout the day
  - Washing for a minimum of 20 seconds before you eat, after using the restroom, coughing or sneezing and any time your hands are visibly dirty
  - Antibacterial soap and sanitizer provided by Waco ISD
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# Disinfecting and Sanitizing

The Administration building bathroom , common areas, breakroom, elevators, door knobs and handles will be disinfected twice a day.

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# Changes to Workspaces

- Copiers/Workroom/Breakroom
    - Wipe down areas before and after use with cleaning wipes
  - Practice Social Distancing
    - Marker placement
    - Wear mask whenever you leave your work area
  - No more than 4 employees in elevator at a time
  - Signage around the building to encourage hand washing, social distancing, etc.
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# Employees

## Returning to On-Site Work

- Let your supervisor know if you have concerns or if you are unable to return to on-site work. Your supervisor will work with you and HR to determine the best way to respond.
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# Employees

## Returning to On-Site Work

- Possible reasons include:
    - You are at high risk based on CDC guidelines.
    - You live with someone who is at a higher risk based on CDC guidelines.
    - You are following a self-quarantining protocol as advised by a medical professional.
    - School and daycare closings have created childcare issues.
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# Employees

Feeling Sick?

- If you have a temp >99.5 and/or “yes” on one or more of the 5 screening symptoms
  - Then leave the building and report illness to supervisor

Employee follow up options:

- Primary care provider
  - Ascension Providence Express Care - Virtual Care options available after hours
  - Testing as recommended by provider or health department
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# Absences & Leave Policies

Family First Coronavirus  
Response Act

FFCRA is paid sick leave and  
expanded leave for those affected  
by the Coronavirus

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# Visitors

**Sorry, no visitors  
during this time.**

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# Workplace Interactions

**Please continue to  
utilize virtual  
meetings or the  
telephone to interact  
with your colleagues  
*(even if your colleagues are in  
the building).***

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# Questions and Resources

- **Rhiannon Settles** - Coordinator of Health Services
  - **Tammy Boyett** - Supervisor of Benefits, Risk Management and Leave
  - Centers for Disease Control and Prevention
  - Texas Department of State Health Services
  - Waco-McLennan County Public Health District
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