

Campus Safe Return to Work: COVID-19 Procedures

Presented to Campus Staff
June 9, 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 ≤ 99.5 and answer “no” on all other symptoms - dot on badge

****Use the barcode on your badge to clock-in each day***

Screening Form

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



Summer Schedule

- Summer Workdays
 - Monday - Friday
 - Arrival Times - Employees will continue to use current arrival times
 - Identify arrival locations for screening
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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 campus building will be disinfected on a set schedule.
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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
 - If campus has elevator-No more than 2 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

Visitors

**Limited to no visitors
during this time.**

*Please use good
judgement.*

Workplace Interactions

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

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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