



**POLICY: On Campus Employee Temperature Check Requirements**

**A. Purpose & Scope:**

To ensure that all essential employees who will primarily be working on campus during the COVID-19 Pandemic will have their temperature checked before the start of each shift. This policy is being established to ensure that safety of all employees working on campus.

**B. Definition(s):**

Working Primarily on Campus – Employees who will be assigned to work on campus 5 days per week. These groups include nurses, facilities, custodians, police, mailroom, storeroom and the maintenance garage.

**C. Policy:**

All employees working primarily on campus will be required to report to the health center at the start of their shifts or within one hour. Nurses will check their temperatures when they report. If any employee has a temperature of 100.4 or higher, they will be required to leave work and submit their own leave for any time off. Employees will not be allowed to return to work until they have been fever free for 3 days without medication and have no other COVID-19 symptoms. These employees will be required to have their temperature checked at the health center before starting their shift when they return to work. Any employee refusing to have their temperature checked will be sent home.

**D. Procedure(s):**

1. Staff will be assigned times to report to the health center based on the start of their shift as follows:

- 7am to 3pm shift = 7am (all Custodians), 8am (all other staff)
- 3pm to 11pm shift = 3pm (all staff)
- 11pm to 7am shift = 11pm (all staff)
- Weekend 3pm to 11pm shift = 8pm (all staff)
- Weekend 11pm to 7am shift = 11pm (all staff)

2. Stations have been added to the health center floor that are 6 feet apart. Staff reporting for temperature checks must maintain 6 feet of distance between one another as they wait in line. There will be one way into the health center and the exit will be through a different door to maintain one way direction during this process.
3. All staff are required to wear masks as they are waiting for temperature checks.
4. Nurses will administer temperature checks utilizing an infrared thermometer. A disposable ear thermometer will be used as a backup device. Staff should not eat or drink for at least 15 minutes before reporting to the health center.
5. The Office of Human Resources will provide the Nurse Supervisor a list of employees for each shift. The nurses on duty will use this to check off employees as they come in. Any employee who does not report or has a temperature of 100.4 degrees or higher will be reported to the Director of Human Resources by the nurse on duty when temperature checks for that shift are complete.
6. If any employee has a temperature of 100.4 or higher, they will be instructed to leave work and submit their own leave for any time off. Employees will not be allowed to return to work until they have been fever free for 3 days without medication and have no other COVID-19 symptoms. Employees will be required to have their temperature checked at the health center before reporting back to work. The Director of Human Resources will follow up with each employee that is sent home.
7. The weekend nurse will compile all checklists for the week and send to the Director of Human Resources.

**E.      Effective date:** April 13, 2020

**Adopted:** April 9, 2020      **by:** Cabinet

**Amended Date:** N/A