Procedure for Building Access During Statewide Mitigation

This procedure is developed in accordance with local, state, and national health departments for employees that need building access during a pandemic shutdown.

Employees that have had close contact with a person who has tested positive for Coronavirus (COVID-19), who have tested positive themselves for Coronavirus (COVID-19) or has been in contact with someone who was showing symptoms of Coronavirus (COVID-19) during a period from 48 hours before the onset of symptoms must take the following actions:

❖ Do not report to work in the community.
❖ You may still work from home if you are well enough.
❖ Notify Human Resources via the confidential reporting form: SELF REPORTING FORM.
  ➢ If the reporting form is unavailable:
    1. email testemail@email.com, or call 000-000-0000.
       ◆ Information shared is kept confidential
❖ Advise your supervisor that you will not be reporting to work
❖ If you need to take time off report your absence to the appropriate reporting system
❖ Initiate a 14-day self-quarantine and monitor for symptoms.
  ➢ Symptom monitoring:
    1. Call your health care provider if you develop the following symptoms
       ◆ A fever of 100.4 or greater, a cough, and/or shortness of breath

During Statewide mitigation the following actions are to be taken to reduce the risk of community spread transmission of COVID-19 by Colonial Intermediate Unit Employees accessing IU buildings:

❖ Maintain social distancing of 6 feet or more as much as possible.
❖ Wash hands:
  ➢ Upon entrance and exit from the building and every hour while on the clock
  ➢ Use soap and water for 20 seconds
  ➢ Use hand sanitizer if soap and water are not available
❖ Cover your cough and sneeze
❖ Face mask must be worn
❖ Disinfect surfaces with EPA approved products.
❖ Minimal movement around the facility is expected
  ➢ Communicate with janitorial staff as to what areas were accessed during the site visit.
❖ Daily wellness checks:
  ➢ Check temperature twice daily morning and evening
  ➢ Record temperature PRIOR to building access in this FORM
  ➢ Monitor for symptoms such as:
    ■ A fever of 100.4 or greater
    ■ A cough
    ■ Shortness of breath
    ■ If you experience these symptoms do not report to work, notify human resources, and contact your healthcare provider for further guidance.

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