

<b>Olympic Educational Service District 114 Facilities</b>	<b>COVID Employee Check-In Procedure</b>
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Olympic Educational Service District 114 is committed and responsible to providing a safe and healthy workplace for staff and visitors. Screening employees is an optional step for employers. Even though it is optional, screening and health checks are important and are not a replacement for other protective measures such as social distancing and the wearing of face masks. It is also strongly encouraged that staff engage in self-screening prior to coming to the ESD.

Employees who come onsite (with prior approval from supervisor) at the Bremerton building to work, pick up items or for other reasons will be required to do the following:

- Wear a mask when entering the building
- Upon arrival, wash hands (at the nearest sink to the entry you used) thoroughly and then check in at the front reception area (not the reception desk, the area by the water fountains). There is no need to engage with the reception desk – remember, less contact with people reduces the risk!
- Stand in front of the temperature screening kiosk (do not touch) to get your temperature. The kiosk does not store any personal information.
- Once temperature is verified, complete the sign in roster and review the COVID symptoms sheet. If you have No symptoms, check No and go to your assigned work station. If you do have any symptoms, leave the building and contact your supervisor (call or text). Supervisor will then notify Human Resources who will follow-up with next steps. Human Resources will contact supervisors with next steps as well.

Everyone in the building will be required to complete the check-in daily. This will ensure we are all healthy and reduce the spread. It will also allow us to contact trace if a known case occurs.

Please remember to follow these guidelines while onsite:

- Wash hands frequently.
- Wipe surfaces after touching or use, when possible, with sanitizing wipes.
- Wait for someone to pass in the hall instead of walking along side or towards someone in a hall.
- One person in the bathroom at a time, if possible.
- Limit the number in the breakroom, if you cannot maintain 6ft wait to enter. Group size of five or fewer.
- WEAR your mask properly – make sure it covers your nose and mouth. All employees will be provided two washable masks to use while onsite. Masks must be worn at ALL times unless a staff member is working alone in an area.
- No meetings of more than five people allowed in one area (current as of July 23, 2020). If meeting, ensure at least 6ft distance and wear a mask at all times.