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| **Process Name** | | | Engineering Department Employee Screening | | **Location:** | **York Hospital** | | **Department:** | **Engineering** |
| **Document Owner:** | | |  | | **Date Created:** | **6/25/2020** | | **Revision Date (s):** |  |
| **Trigger:** | | **Employees Scheduled to Work** | | | | **Related Policies**: | WellSpan Employee Screening | | |
|  | | | |  | |  |  | | |
| **Process Steps** | | | | **Role Performing Task** | | **Key Point** | **Pictures, Diagrams, Workflows, etc.** | | |
|  | **All Engineering employees are to monitor and regulate as necessary for Covid-19 symptoms at their home prior to work. This would include a fever of or over 100.4, new dry cough, new shortness of breath or loss of taste or smell.** | | | **Employee** | | **If the employee has any of these symptoms the employee must call Employee Health.** |  | | |
|  | **All Engineering employees need to enter the hospital buildings through designated employee entrances wearing a mask.** | | | **Employee** | | **Employee must have a mask upon arrival and put mask on prior to entering the building.** |  | | |
|  | **All Engineering employees are required to clock-in (as per existing Engineering Department policy).** | | | **Employee** | | **Employee must be wearing mask at this time.** |  | | |
|  | **Engineering Employee reports to their 7am or 3pm huddle. Employees arriving outside of typical hours or that do not report to huddles should self-screen and continue as identified below.** | | | **Employee** | |  |  | | |
|  | **Supervisor/Employee screens employees at the crew huddle and before reporting to their job sites.** | | | **Supervisor/Employee** | | **Location of thermometers for employee screening determined by Engineering department.**    **Reference thermometer standard work, including cleaning thermometer before and after use.**    **Employee may self-measure temperature, if they choose.**  **Active screening must occur prior to starting work for assigned shift.** |  | | |
|  | **Employee screened positive.** | | | **Employee** | | **Clock out and exit the building.**  **Call Employee Health.**  **Contact immediate supervisor regarding directions of employee health.** |  | | |
|  | **Employee screened negative will report to job.** | | | **Employee** | | **Ready for work.** |  | | |
|  | **Report any symptoms that develop during work to Employee Health and assigned supervisor.** | | | **Employee** | | **Call Employee Health.** |  | | |
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