

Citizens Options Unlimited, Inc.

Policy Name: Screening of Employees and Visitors to the Brookville and Plainview Offices

Section #

Policy #

Approval Required:

Executive Director

Department(s): All Departments

Purpose for Policy: The agency is committed to making all reasonable efforts to provide a safe and healthy workplace and to promoting the health and well-being of the people we support, our employees, and all others who have occasion to visit our places of business. As part of that effort, all visitors to the Brookville and Plainview Offices will be screened by a receptionist upon entering either of those locations.

Applicability: This agency policy applies to all employees, applicants for employment, interns, volunteers, contractors, visitors and all other persons entering the agency's properties at 115 East Bethpage Road, Plainview and 189 Wheatley Road, Brookville. For the purpose of this policy, "visitors" would include any employees visiting one of these two agency locations that are not normally assigned to work there.

Policy/Procedure:

Person(s) Responsible

Procedures

Building Reception

Health Screening

When an employee or "visitor" arrives at any of the two agency locations identified in this policy, a sign will be at the entrances of each building reminding all employees and visitors that they must wear PPE (a mask) upon entering each facility. The receptionist will make sure that no one enters the building without PPE. The receptionist will provide a mask and also instruct those who forgot PPE how to obtain proper PPE.

The receptionist will also ensure that social distancing safeguards are followed while employees or visitors are waiting to be screened.

The receptionist will next take the temperature of the employee/visitor to ensure that their temperature is below 100.0 degrees Fahrenheit. If the employee/visitors temperature is 100.0 degrees Fahrenheit or higher, they will be asked to leave the location immediately.

Employee	Visitor
When asked to leave the building, they should be directed to call the Corona Hotline at 516-686-4486 for further instruction	When asked to leave the building, they should be directed to contact the person they were visiting to reschedule when appropriate.

If the employee / visitor temperature is less than 100.0 degrees Fahrenheit, the receptionist will then ask the employee / visitor the following questions;

1. Have you experienced any of the following: cough, fever, shortness of breath, sore throat, chills muscle pain, new loss of taste/smell or a positive COVID test in the past 14 days

Employee	Visitor
If yes, please ask the employee to leave the building and to call the Corona Hotline at 516-686-4486 for further instruction	If yes, please ask the visitor to leave the building and to contact the person they were visiting to reschedule when appropriate.

2. Have you or someone you have been in prolonged close contact with travelled to an area within the United States where there is a travel advisory in place per Executive Order 205 and 202.45 within the last 14 days.

The list of states can be found via the NYS website here:
<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

Employee	Visitor
Ask the employee if they have received clearance to return to work from Human Resources Services. If they say yes, please verify with Gina Chason x1263 or Suprena Joseph x1272 in HR Services.	If yes, please ask the visitor to leave the building and to contact the person they were visiting to reschedule when appropriate.
If the employee has NOT been cleared to return by HR Services, ask the employee to leave the building and to call Human Resources Services at 516-626-1075 x1263 for further instruction for clearance to return to work.	

3. To the best of your knowledge have you been in close proximity to any individual In the past 14 days who is suspected or tested positive for COVID-19?

Employee	Visitor
If yes, please ask the employee to leave the building and to call the Corona Hotline at 516-686-4486 for further instruction	If yes, please ask the visitor to leave the building and to contact the person they were visiting to reschedule when appropriate.

Employees who answer "no" to all of the questions above will be issued a screening receipt.

The receptionist will remind employees and visitors to practice hygiene (hand washing) and social distancing guidelines.

Visitors (including employees that are visiting one of the two locations identified that are not normally assigned to work there)

Visitors are only permitted to access a building at the primary point of entry, designated as a main entrance and/or visitor entrance when applicable.

Visitors must wear proper PPE (a mask) in all common areas and hallways.

Visitors must be escorted at all times while on agency premises by an agency employee

Visitors should be buzzed in only after confirmation that they have appropriate business with our agency in secure locations.

Visitors must register at the reception area upon entering and exiting a building.

Visitors are required to show a photo ID upon entering the building.

All visitors will be issued a temporary visitors badge by the receptionist that should be disposed of when signing out.

All Employees

All employees must wear proper PPE (a mask) in all common areas and hallway, practice hygiene (handwashing), and social distancing guidelines.

Employees are to self-monitor and report any development of COVID related symptoms or exposure throughout the course of the day and they are to leave the premises immediately after reporting any COVID related symptoms.

In case of emergency, agency employees are required to assist their visitors to evacuate the building.

All employees are required to visibly display their employee ID badge at all times while on agency premise.

Access to buildings should only be made using the employee ID badge readers when applicable.

When accessing a secure location equipped with an ID badge reader, employees should not permit any other visitor(s) to enter the building with them with the exception of the people we support.

When more than one active employee arrives at a secure location at the same time, each employee is required to scan their employee ID prior to entering the building.

ID badges should not be shared; a unique ID badge will be issued to each employee with an access level appropriate to his/her job title and location.

All doors, including those without employee ID badge readers, should never be propped open.


Section 3.24 Employee Identification (ID) of the Employee Handbook can be referenced for additional information.

Policy Violations

Violations of this policy and/or security concerns should be reported promptly and directly to:

Robert White at 516-626-1075 x1266 or via email at rwhite@ahrc.org for the Brookville Office.

Jason Persan at 516-293-2016 or via email at jpersan@ahrc.org for the Plainview Office.


Executive Director Approval
8/17/2020

Date of Initial Adoption	
Date of Last Review	
Date of Last Revision	
Date of Discontinuation	