



TEMPERATURE CHECK PROCEDURE

Effective Monday, November 16, 2020, Blue Water Developmental Housing, Inc. (BWDH) initiated a requirement for temperatures of all employees, vendors, or guests who enter the administrative building.

Employees should be self-screening at home for any COVID-19 symptoms and are asked not to report to work when they are ill.

The executive secretary is primarily responsible for taking the temperatures of any employees, vendors, or guests. Any employee who enters the administrative building prior to when the building opens at 8:30AM will be responsible for getting their temperature taken by someone else in the building. Employees who enter the building at 8:30AM or after are responsible for getting their temperature taken by the executive secretary or accounts clerk. The executive secretary and accounts clerk will not search for employees who need their temperature taken. You must report to the executive secretary or accounts clerk workspace to get your temperature taken. On-site employees in the front office are to get their temperature taken by the executive secretary. On-site employees in the back office are to get their temperature taken by the accounts clerk. No employee, vendor or guest should go beyond the double doors in the lobby without first checking in with front desk and having their temperature taken.

Employees may not take their own temperature. If the executive secretary or accounts clerk is not available to take your temperature, seek assistance from another employee in the building. The device is user-friendly, but if you would like a demonstration on how to use it, please see the executive secretary.

One thermometer is located at the front office in the executive secretary workspace. Another is in the back office with the accounts clerk. The community-based assistant supervisor also has a thermometer. Be sure to disinfect devices when you are done.

Any employee who has a temperature of 100.4 Fahrenheit or higher will be sent home. Their direct supervisor will report the information to human resources who will follow the COVID-19 Employee Tracking Procedure.

Any vendor or guest who has a temperature of 100.4 Fahrenheit or higher will immediately be denied entry to the administrative building.