



Title: COVID-19 Employee Screening Policy and Procedures

Purpose: Reduce the Spread of COVID-19 Virus

To reduce the spread of the COVID-19 virus, effective June 9, 2020, prior to beginning work, all employees will have their body temperature taken as a precautionary measure. Employees must be screened before entering any Aztec Shops work locations. No symptom questionnaire is required at this time provided temperature checks are conducted

While at home, an employee who experiences fever and/or possible COVID-19 symptoms should not report to work. Instead, the employee should contact their medical health provider and discuss specific symptoms with the medical provider. If the medical provider indicates the employee may report for work, the employee must provide documentation to Human Resources to support their ability to work. If the employee is missing work due to COVID-19 symptoms or exposure, the employee should at all times keep in contact with their manager or supervisor and when necessary, Human Resources. Additionally, employees who miss work related to COVID-19 are able to use available sick time.

Employees who have been exposed to or who contract COVID-19 must immediately inform Human Resources. Employees who qualify for mandated leaves, will be offered leaves of absence when and where applicable and in accordance with FMLA/CFRA and ADA guidelines and requirements. , Human Resources will then take the proper steps to report positive cases as outlined by campus health services. Should an employee have an ongoing non-COVID-19 related illness that regularly causes a fever, they will need to discuss their situation with Human Resources. The Americans with Disabilities (ADA) law may apply.

Procedure

Employees will report to the following designated work locations and meet with the following screeners as of 6/8/2020:

- **Campus Bookstore - Loss Prevention/Associate Director/General Manager**
 - Performs the temperature at the loading dock prior to any employee entering the building
 - Available for screening from (8a-2p). Those requiring screening outside of designated hours will text or call designated bookstore supervisor/manager to receive temperature check at the loading dock prior to entering the store.

- **Starbucks College Ave. – Loss Prevention/ General Manager/ Store Manager**
 - During store hours (6a-2p) performs the temperature check at the front door, prior to any employee entering the store.

- **Corporate Offices//Facilities/Other – Loss Prevention/Campus Store Associate Director/General Manager**
 - During the available screening hours at either the bookstore loading dock (8a-2p) or Starbucks College Avenue (6a-2p), performs the temperature check prior to entering the corporate office or, after 2pm or on weekends, performs check with colleague or self-check as outlined below.

Each employee will be screened by a trained screener, using a touchless forehead/temporal artery thermometer.

- Procedure:
 - Upon arrival at the designated screening and/or work location, on a company provided device (i.e. iPad, computer, or log sheets), employees will enter the following information in a Google Form (or paper form) that only Human Resources can access:
 - Employee name
 - Employee Number
 - Date
 - Pass/Fail
 - Verified by (Screeners Name)
 - The employee's information and pass/fail of the temperature check will be documented, and the record will be securely maintained as a private medical record

- An employee who has a fever at or above 100 degrees Fahrenheit will be asked to keep their facial covering on and sit and rest for fifteen minutes in an area outside of the work location that is not heavily trafficked. They should not consume foods or beverages during this time. Depending on the type of thermometer used, things like drinking beverages or sweat on the skin can disrupt the temperature reading. After fifteen minutes of rest, the screener will recheck the employee's temperature. If it is still elevated, the employee will be immediately sent home and will be paid in accordance with California reporting time pay, depending on the number of hours the employee is scheduled for the day. The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms and expect to hear from Human Resources to discuss the situation.

- Once temperature is conducted with a result of "pass" screener will provide a "day dot" to the employee to wear, signifying they are cleared to work for that day. The day dot will include the day of the screening. The employee may report to their work location, maintaining proper social distancing, and while wearing appropriate face covering.

- Managers will be notified by Human Resources if they have an employee who failed to be screened prior to reporting to work. Disciplinary action for failure to be screened will be issued in accordance with the corrective action policy after two screening failures.

- The screener or a designated employee will thoroughly sanitize all equipment after each use.

- When two or more employees start at early morning hours, late evening hours, or on weekends/holidays when screeners are not available, or where there is limited staffing, employees may screen each other. Employees will perform the temperature check on each other, using the appropriate equipment and follow the above protocol including retaking of temperature, if needed. If temperature is still elevated after two tries the employee should go home and follow the above protocol. If employee(s) has passed and is still on site at 6am M-F, the employee should ensure that a screener has verified their temperature when a screener arrives to work at Starbucks or the bookstore.
- When an individual employee starts at early morning hours, late evening hours, or on weekend/holidays, and must work alone, they will screen themselves upon arrival, take a video of the temperature check and send video to Human Resources. If they do not pass the temperature screening, they should retake the temperature in 15 minutes, sending the video to Human Resources. If temperature is still elevated after two tries the employee should go home and follow the above protocol. If employee has passed and is still on site at 6am M-F, the employee should ensure that a screener has verified their temperature when a screener arrives to work at Starbucks or the bookstore. Time spent waiting for the health screening will be recorded as time worked for all hourly nonexempt employees and a time clock or a mobile clock in device will be available or when necessary, the manager will adjust the starting time to include time waiting for screening. During the time an employee is waiting to be screened and during screening, they should maintain social distance of at least 6 feet and wear a proper face covering at all times.

Human Resources can be reached at 619-594-7501 or 619-594-7602.