



**COVID-19 – Safety and Infection Control  
Office Wellness Station Procedure  
Effective April 23, 2020**

**INTENT: To maintain employee safety and to ensure infection control and monitoring is conducted at each office location**

1. Each office location must designate an area near the entrance that will serve as a “Wellness Station” and be in a discreet area if possible. This station should have the following equipment:
  - a. Alcohol hand sanitizer
  - b. Isolation masks
  - c. Temporal thermometer
  - d. Alcohol wipes or Micro Kill
  - e. Sign-in log
2. Each location should designate a point person to conduct a temperature check on every person that enters the building. If possible, an LPN or RN should conduct the temperature checks and can also determine if a staff person has any signs or symptoms associated with COVID-19. Offices should consider using a bell or other sound making device when somebody is at the office entrance or Wellness Station.
3. Each person conducting the temperature checks should read the instructions for use of the temporal thermometer and any troubleshooting information. Location managers are responsible for ensuring competence in using equipment. The thermometer is to be wiped down with an alcohol-based wipe or Micro-kill between uses.
4. All persons entering the location will be issued an isolation mask and must have their temperature taken prior to admittance to the office. Questions will be asked regarding possible exposure to COVID-19 along with any signs and symptoms of the virus. One exemption will be made: delivery personnel who enter the building already wearing a mask will be permitted to make the delivery without having to go through the Wellness Station.
5. Admittance to the location will not be allowed for the following reasons:
  - a. Temperature > 100° F (special care should be made to repeat the temperature check if the reading is above 100° F to verify accuracy)
  - b. Any signs or symptoms associated to COVID-19 are present (cough, fever, exposure, lack of smell/taste etc.)



6. Employees who do not have an elevated temperature and who do not have signs and symptoms associated with COVID-19 must sanitize their hands prior to entry. Employees can use an isolation mask if:
  - a. State or local ordinance requires use of face masks within the office environment
  - b. Absence of State or local requirements, an employee prefers to wear one during the business day or if they need to leave the office during the day
  - c. Employees are unable to socially distance within their workspace (maintain > 6 ft from co-workers)
7. Guests, visitors and vendors must follow this same process of temperature checks and hand sanitizing and will be asked to wear an isolation mask while in the office.
8. If a staff member has a temperature of 100° F or above, that person should be sent home at that time and can return to work when they are free of symptoms for 3 days and their temperature remains normal. The staff person should be encouraged to obtain COVID-19 testing if they continue with a fever and or develop other COVID-19 symptoms. The office or work area of the affected staff person should be disinfected with Micro-kill. The affected employees personal information should be kept confidential and be reported to Human Resources.
9. All offices should post a sign on entry doorways for staff and vendors indicating that before they enter the building they are required to go through the Wellness Station. Whenever possible deliveries should be left at the front door. If the delivery requires heavy lifting or needs to be carried inside the building by delivery personnel, the guest should go through the Wellness Station prior to proceeding.
10. All staff need to be cognizant and remain vigilant to maintain a safe distance of 6 feet during meetings, in break rooms and throughout common areas.



## Attention Please

In order to protect the healthcare personnel working within this office and the patients we serve, all persons entering this office are required to sign in at the Wellness Station.

### Wellness Station Process:

1. Hand Sanitizer
2. Sign in
3. Temperature Reading
4. Answer Questions about potential exposure
5. Issued a Mask

Exception: Delivery personnel who are already wearing a mask may enter to make a delivery only.