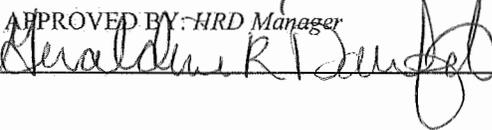


 ONEIDA ONEIDA NATION STANDARD OPERATING PROCEDURE	TITLE: Workplace health pre-screening	ORIGINATION DATE: 5/1/2020 REVISION DATE: 06/29/2020 EFFECTIVE DATE: July 12, 2020
AUTHOR: EHN	APPROVED BY: <i>Employee Health Nursing Manager Mary Cornelissen</i>	DATE: <i>7/2/2020</i>
DEPARTMENT: All		
DIVISION: All		
EEO REFERENCE NUMBER:	COMPLIANCE REVIEW BY: <i>EEO</i> 	DATE: <i>7/2/20</i>
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1.0 PURPOSE

- 1.1 The Oneida Nation will conduct pre-screening of employees entering certain Oneida Nation buildings for work-related reasons. Buildings subject to employee pre-screens will be determined based on conditions present in each building (e.g. high-volume public traffic, frequent use by at-risk populations, etc.). The pre-screen may include taking the employee’s temperature and asking the pre-screening questions. This standard will be in effect for as long as the Oneida Nation COVID Team deems necessary.
- 1.2 This procedure reflects the Nation’s commitment to Health and Safety (Personnel Policies and Procedures, Section VI.)
- 1.3 Oneida Nation divisions, business units or departments that demonstrate a business need for different temperature pre-screen procedures may develop and adopt such procedures, subject to Human Resource Department approval.

2.0 DEFINITIONS

3.0 WORK STANDARDS / PROCEDURES

- 3.1 Employees who enter designated Oneida Nation buildings will be subject to health pre-screenings, which may include taking employee temperatures.
 - 3.1.1 Division Directors and, in the case of non-divisional areas, facilities managers shall determine whether employees must perform a pre-screen before being admitted to an Oneida Nation building.
 - 3.1.2 Pre-screen questions and temperature checks will be based on the most

- current guidance issued by the Centers for Disease Control and Prevention.
- 3.1.3 Employees may be required to perform the health pre-screen at home or at the workplace entrance.
 - 3.1.4 Employees collecting the pre-screen information or performing a temperature check on another individual shall be trained and provided protective gear.
- 3.2 Temperatures and signs and symptoms screening answers will be documented.
- 3.2.1 All pre-screen information will be logged digitally or on paper and kept confidential.
- 3.3 If the employee answers 'yes' to any pre-screen question or if the employee's temperature is above the limit set by CDC guidance, the employee will not be admitted to the building.
- 3.3.1 The employee may be admitted to the building if they can verbalize a reason for the elevated temperature or for other symptoms associated with COVID-19.
 - 3.3.2 An employee who is not admitted to the building will notify their supervisor through normal call-in procedures.
 - 3.3.3 The employee will follow their department time & attendance guidelines and policies for call-in and for time off.
 - 3.3.4 The employee will consult their health care provider for follow-up recommendations.
- 3.4 Employees who refuse to answer pre-screen questions or refuse to have their temperature taken will not be admitted to the building and will follow the requirements of Subsections 3.3.2 and 3.3.3 above.
- 3.5 Employee temperatures may be periodically rechecked during the employee's shift.
- 3.6 An employee may, in good faith, inform a supervisor of their concerns that another employee has not complied with the pre-screening. The supervisor will investigate the information and will maintain confidentiality about the employee who made the report.
- 3.7 The completed paper logs will be sent to the Division Director administration or facilities manager.

4.0 REFERENCES

- 4.1 Oneida Personnel Policies and Procedures Manual, Section VI
- 4.2 Centers for Disease Control and Prevention: Coronavirus (COVID-19):
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- 4.3 World Health Organization: Coronavirus disease (COVID-19) pandemic:
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>