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| **Title:**  SOP – COVID-19 Return to work | **Department:**  Human Resources | **Document No.:** |
| **Written By:** |  | **Page:**  1 of 2 |

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1. **SCOPE:** This document lists the Standard Operating Procedures for Employees Returning to work during and after the COVID-19 pandemic. The safety of our employees, clients, families and visitors remain our overriding priority. We are monitoring the COVID-19 situation closely and will update the company guidance based on current recommendations from the Centers for Disease Control and Prevention and the World Health Organization.

# RESPONSIBILITY:

* 1. All Employees
  2. Employee or Facility designee appointed to do screening.

1. **REFERENCE DOCUMENTS:** The following documents form part of this instruction to the extent specified herein.
   1. **Covid-19 Employee Return to Work Questionnaire**
   2. **Centers for Disease Control and Prevention-Rules**
   3. **The World Health Organization-Rules**
   4. **OSHA PPE Requirements for COVID-19**
2. **PROCEDURE:** Unless otherwise specified, the following items are default instructions for day to day employee entry operations. Returning employee must check in with designated facility employee.
   1. Know, follow and practice procedures listed as Reference Documents

# Returning to Work Employee

* + 1. The employee returning to work during or after the COVID-19 pandemic will check in by filling out the COVID-19 Employee Return to work Questionnaire by answering all questions on the Questionnaire.
    2. Once the paperwork is filled out and all questions are verified that they are answered with a NO the employee will then have their temperature taken.
    3. The temperature will be documented on the questionnaire.
    4. The temperature must be at a normal reading of below 100 degrees and all questions be answered NO.
    5. If any answer is “YES” to any of the questions or the temperature of the employee is above 100 degrees access to the facility will be denied to the employee.
    6. The employee will then be instructed to contact the Human Resource Department for additional instructions.
    7. The Facility designee will fill out the Access to facility section.

1. **DESIGNATED FACILITY EMPLOYEE**

**5.1** The Designated Facility Employee will be required to wear the following Personal Protection Equipment before performing the duties of employee screening of reentry into the facility this includes recommendations of gloves, gowns, N95 Respirators, eye/face protection (safety glasses and face shield)

**5.1.1** The Designated Facility Employee will be required to take the Returning Employees temperature and will document the employee’s temperature on the questionnaire that the employee has filled out.

**5.1.2** The Designated Facility Employee will be required to check all information on the form and determine if the employee has met the qualifications to enter the plant and sign off on the bottom section of the form.

**5.1.3** If for any reason the entering employee did not meet the qualifications to enter the facilities, they will be instructed by the facilities employee for them to leave the facilities immediately and to go home where they should wait for the Human Resource Department to contact them by phone.

**5.1.4.** The employee’s paper work will be set aside and turned into the Human Resource Department for them to contact the employee with further information.

**NOTE: At no time should an Employee be allowed into the facility without having the proper questionnaire paper work filled out and their temperature taken**.