

SUGGESTED COVID-19 EMPLOYEE POLICIES & PROCEDURES

Pharmacy Entry & Employee Screening

- Enter the pharmacy via the **BACK DOOR ONLY**.
- The Pharmacist will perform a temperature check on all employees when they arrive at the start of their shifts, after lunch and before leaving for the day. This temperature check occurs before you clock in — please arrive in a timely manner to allow for the health prescreen.
 - A second, oral temperature check will be given to any employee who registers an initial temperature above 99.6 °F. If the employee's temperature is confirmed to be above 99.6 °F, the employee will go home and self-report his/her temperature for the next 24 hours.
 - **No self-checking of temperature.** This must be completed by another employee.
- Before entering the pharmacy work area, clean your personal cellphone with alcohol, place it on the breakroom charger station or table, and wash your hands thoroughly with soap and water.
- After completing the above procedures, clock in for work.
- Employees will bring their own lunch daily to prevent leaving the pharmacy throughout the day

Workstation & Personal Sanitizing

- Wipe down your workstation with alcohol or disinfectant wipes upon arrival and departure
- Each employee has designated phone and workstation throughout the day or until shift change — clean and sanitize the work area before and after use.
- An alarm will be set to go off each hour to remind staff to clean their workstation, keyboard, mouse, and phone
- All employees should clean their hands often by washing them thoroughly with soap and water for at least 30 seconds, or by using with an alcohol-based hand sanitizer that contains at least 60% to 95% alcohol. Hand-washing is the preferred method.



Employee Illness

- Employees should notify their supervisor and stay home if they are sick. Employees who have symptoms of acute respiratory illness, body aches and runny nose should stay home until their fever has been absent for 72 hours or overall symptoms have improved, whichever is longer.
- Report it immediately to the PIC if you have a family member who has a fever or becomes sick.
- Employees should notify their supervisor immediately if they are diagnosed with — or suspect they have — COVID-19 or if they are well but have a family member at home with COVID-19. In both cases, employees shall not report to work.
- All employees must take responsible steps outside of work to protect themselves and their family from acquiring COVID-19 by limiting exposure to public places, washing hands frequently, practicing good hygiene and implementing enhanced cleaning practices in their homes.