

Central Alabama Community College

Temperature Protocol

Effective: Monday, August 17, 2020

Per the Fall 2020 Reopening Plan, all employees will take their temperatures prior to reporting to work each day. Please note the following:

- Employees with a fever of 100.4 degrees or above or symptoms of COVID-19 must not report to work. Please refer to Personnel Monitoring beginning on page 12 of the Plan.

In addition, upon the employee's arrival on campus each day, Security Officers [or designated employees] will take employees' temperatures with an Infrared Digital Thermometer and require employees to respond to the Covid-19 Screening Questionnaire at the designated COVID-19 Screening Checkpoint.

Employees will be given a color-coded paper bracelet to wear each day to indicate they have been screened and are allowed on the premises.

If the employee has a temperature scan of 100.4 or greater, a second temperature reading will be taken. If the second temperature scan is 100.4 or greater, the employee will not be allowed to proceed to the building/classroom/lab/shop. The Security Officer [or designated employee] will record the information on a spreadsheet and immediately inform the Executive Director of Human Resources, Tina Shaw. The employee who has a temperature must immediately leave the premises and contact his/her immediate supervisor and the Executive Director of Human Resources, Tina Shaw.

Employees' assigned offices will serve as the COVID-19 Screening Checkpoints that are referenced in the Plan. The following procedures will be followed for each CACC location that is open:

- Employee temperatures will be taken in individual assigned offices at the beginning of each work day by the designated monitor. Employees are to report to their assigned offices until their temperatures are taken and their COVID-19 Screening Questionnaire answers are recorded. After being issued a bracelet, employees may leave their offices as needed.
- If an employee reports to work after 8:00 a.m., it is the responsibility of the employee to contact the monitor to complete the temperature/screening process. The employee is to remain in his/her assigned office until the process is completed.
- Career technical education "CTE" and nursing students along with the CTE and nursing instructors will follow the established protocol identified in the Plan. Student athletes will follow the Healthy Roster and COVID-19 processes identified in the Plan.
- All visitors must have an appointment to come on campus. The employee that schedules the appointment must coordinate the visitor's COVID-19 screening and temperature check with an official monitor who will record the visitor's name and results for contact tracing purposes. Visitors must be given a visitor's badge.

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- Karen Hayes, Testing Coordinator, will schedule testing and coordinate screenings for individuals who need to be tested in any of the testing centers.
- The individual(s) who are assigned to proctor any other tests, exams, or certifying assessments outside of the testing centers will be responsible for scheduling the appointment and coordinating the COVID-19 screening.
- The following employees will serve as monitors.

Location	Building	Monitor
AC	Administration	Lisa Fornwalt Back Up: Rickey Creel
AC	BS	Denita Oliver Back Up: Marty Cook
AC	Library	Denita Oliver Back Up: Marty Cook
AC	HEA	Denita Oliver Back Up: Marty Cook
AC	Maintenance	Lynn Walker Back Up: Will Holt
AC	BCGTC	Dr. Doug Flor Back Up: Lisa Sawyer
AC	Golf house	Denita Oliver Back Up: Marty Cook
AC	Adult Ed	Melanie Veazey Back Up: Carol Lamberth
CB	Administration	Tina Shaw Back Up: Dianne Wells
CB	Bill Nichols	Tina Shaw Back Up: Dianne Wells
CB	Nursing	Catherine Graham Back Up: Dr. Jennifer Steele
CB	Maintenance	Eric McLain Back Up: Michael McLain
CB	*All Other	Tina Shaw Back Up: Dianne Wells
PMC		TBA
TC		TBA
CB/AC	Testing Centers/Test Proctoring	Proctors as Assigned
CB/AC	CTE/Nursing	Instructors as Assigned

*** On the Childersburg campus, please report to the Human Resources Office or call 256-378-2010 for assistance.**