COVID-19 Related Safety Action Training

As we work to reopen our facilities under Phase One, the Winter Park Health Foundation (WPHF) is committed to maintaining a safe and healthy workplace. To prioritize your safety, WPHF has implemented many COVID-19 related safety practices.

**Here is What to Expect…**

**First Day Back**

- Report to the WPHF building main entrance.
- You must be wearing a mask prior to entering the building.
- Inside the foyer, on the end table to the right, there will be a packet with your name on it. Inside there will be (1) three reusable masks, with instructions, and (2) the Notice Regarding the Return to Work Screening which you will need to sign and return to Robin Parent’s inbox.
- The screening health questions (below) and the thermometer will be located at the reception desk. Please take a screening log out of the folder marked SCREENING LOGS. Fill in the date and your name, answer all questions, record your temperature and sign the log. Please place the log face down in Robin Parent’s inbox.
- If you answer NO to all the health questions AND have a temperature of 100.3 degrees Fahrenheit or less, you are allowed to remain in the building.
- If you answer YES to any of the health questions OR have a temperature of 100.4 degrees Fahrenheit or more, you must exit the building and must return home. Contact Robin Parent (Human Resources) at rparent@wphf.org for further instructions.

**Subsequent Days Back (During Phase One)**

- Report to WPHF building main entrance wearing the mask distributed to you on your first day back.
- Each day, you must go through the screening process to include answering health questions, taking your temperature, and completing the screening log. Please take a screening log out of the folder marked SCREENING LOGS. Fill in the date and your name, answer all questions, record your temperature and sign the log. Please place the log face down in Robin Parent’s inbox.
- If you answer NO to all the health questions AND have a temperature of 100.3 degrees Fahrenheit or less, you are allowed to remain in the building.
- If you answer YES to any of the health questions OR have a temperature of 100.4 degrees Fahrenheit or more, you may not go any further into the building and must return home. Contact Robin Parent (human resources) at rparent@wphf.org for further instructions.

EACH TIME YOU VISIT THE CENTER FOR HEALTH & WELLBEING (CHWB), YOU MUST ENTER THROUGH THE SERVICE ENTRANCE AND BE SCREENED BY A WPHF EMPLOYEE UPON ENTERING. IF YOU INITIALLY ENTER THE CHWB FOR PURPOSES OF USING AN ADVENTHEALTH SERVICE, YOU MUST EXIT THE AND RE-ENTER THE BUILDING THROUGH THE SERVICE ENTRANCE TO BE SCREENED BY A WPHF EMPLOYEE.
Social Distancing

- All employees are required to wear a mask while in common areas of the WPHF building.
- All employees are required to maintain a minimum of 6 feet from one another.
- Face-to-face meetings of less than six-feet distance, as well as person to person contact such as shaking hands and hugging is prohibited.

Hygiene

- You must observe proper hygiene etiquette to include covering coughs and sneezes and properly disposing of items such as used tissues, paper towels, etc.
- Proper hand washing with soap and water for at least 20 seconds, and/or the use of an alcohol-based hand sanitizer that contains at least 60% alcohol is required throughout the day.
- You must maintain a clean work area, using disinfecting wipes provided to clean all surfaces that are touched often (keyboard, mouse, desktop, phone, etc.).

Screening Health Questions

If you answer YES to any of the questions below, please remain at home and contact your supervisor for guidance.

You will be required to answer the following questions:

- Are you experiencing new or worsening cough, runny nose, shortness of breath, aches and pains, sneezing, sore throat, headaches, or diarrhea?
- Do you currently have a fever (temperature of 100.4 degrees Fahrenheit or above)?
- Have you taken any medication to reduce a fever within the past 24 hours?
- Since you last worked, have you or someone you have been in contact with had symptoms of COVID-19 OR tested positive for COVID-19?
- Have you traveled to a restricted area under Level 2, 3, or 4 Advisory within the last 14 days? Please reference this link for further information: https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html