HUMAN RESOURCES MESSAGE TO EMPLOYEES REGARDING CHANGE IN CHECK-IN PROCEDURES FOR FULLY VACCINATED EMPLOYEES

Subject: Update from the COVID Safety Team Chairs: Change in Check-In procedures for fully vaccinated employees for accessing Ohlone Facilities - effective November 1, 2021

As a benefit of being fully vaccinated, the Campus Safety Team (CST) is happy to announce that we are loosening the strict the check-in processes currently in place for employees. These changes are for fully vaccinated employees only and not for students or visitors or other non-employees.

I know this is a welcomed change for those of us who have diligently waited in lines to go through the Symptom Screening Stations (SSS) each day (since January 2021), to be properly verified and approved to enter our workspaces. Of course, you can still get checked in using the current process at any of our SSSs.

CHANGES TO THE CHECK-IN PROCESS FOR EMPLOYEES

1. **Daily Temperature Check**: We will no longer be checking your temperature on campus. It is advised that you check your own temperature at home before coming in. If you are sick – STAY HOME. If you prefer to have your temperature taken on campus, feel free to come to any of our SSS and one of our health screeners would be happy to assist you.

2. **Daily issued color paper wristbands**: You get a daily (color-of-the day) paper wristband. Instead, you can obtain a color reusable rubber wristband that is valid for the rest of the fall 2021 semester. If you prefer not to wear a rubber wristband, you can continue to go through the SSS to obtain a daily paper wristband.
NEW IMPROVED CHECK-IN PROCESS FOR EMPLOYEES

Step 1:
- **Daily Health Questionnaire:** You must complete a Health Questionnaire each day before coming on campus. Here is a link to the webpage with directions on how to access and complete the daily health questionnaire: https://www.ohlone.edu/rtc/health-screening

  This is an important step as it allows us to keep track of who is coming on campus on a daily basis. This is not an attendance tool. It is a safety protocol and it is mandatory. If you forget to complete the HQ at home, you may do so on-site. The QR code is located at any of our Symptom Screening Stations. Symptom Screening Stations (SSS) are located on both campuses. Here are the links:

Step 2:
- **Wear your rubber wristband (or paper that you get daily) at all times on campus:** Wear either a rubber wristband or paper that is visible while on campus.

Step 3:
- **Do Good!** Go forth and do great things!

If you are sick – Stay Home!

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