



---

## Building Entry Protocol Reminder

***\*\*\*If you feel unwell, please stay home\*\*\****

**We all need to take this guidance very seriously: If you are not feeling well, please stay home and consult with your healthcare provider. If your illness is determined to be COVID 19 related, please update your supervisor/manager and the Office of Human Resources accordingly and stay at home until you receive approval from your healthcare provider to return to work.**

### **Health Screening & Building Entry**

- Security Personnel will be at the main entrance to each building. They will ask all staff and visitors a series of health screening questions, including whether anyone has traveled out of state within the last 14 days.
- Security Personnel will utilize thermal scanners to take temperatures of staff and visitors before entering office spaces. . Non-contact thermometers will be used in the event the thermal scanner malfunctions.
- Security Personnel will not provide a temperature readout to staff or visitors; however, they will give clearance to enter the building if the temperature is within the recommended range (below 100.4).
- If the temperature is not within in the recommended range, Security Personnel will ask the staff person or visitor to step aside for no more than five minutes. At the end of the five minutes, Security Personnel will perform another temperature check. If the temperature is now with in the range specified by the CDC guidelines, clearance will be given for entrance to office spaces.
- If the temperature is not within in the recommended range, the staff person will be asked to contact supervisor/manager and the Office of Human Resources at DCFhumres@dcf.nj.gov or (609) 888-7851 or (609) 888-7240 Monday-Friday 9-5 and after hours at cell numbers (609)-480-1061 or (609)-480-2735 for further guidance. Visitors will not be allowed entrance and will be asked to leave the building.
- All staff and visitors will be asked to wear their own face covering when entering the building. All staff and visitors will be required to wear a face covering when inside the building and throughout common areas.

- Face coverings may be removed when sitting in a room or workstation alone.
- In-person meetings are discouraged unless it is possible to practice social distancing. If social distancing is not possible, activities such as case consultations, supervisory meetings and staff meetings should be held via remote technology.

**Wash your hands.** If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.

**Maintain social distancing by allowing about six feet of space between yourself and others.**

**Avoid touching your eyes, nose, and mouth** with unwashed hands.

**Cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.

**Avoid close contact** with people who are sick.

For more information about what to do if you or a family member has been exposed to or diagnosed with COVID-19 check out the [Close/Casual Contact Reporting Protocol](#).