

# Employee Wellness Monitoring Procedure

## Preparation

1. Review this procedure.
2. Identify a centralized location where symptom monitoring will take place in your department.
3. Identify a designee who will oversee the monitoring process at the beginning of each shift.
4. If you don't have thermometers in your unit/department, one will be provided for you when supplies arrive.
5. Print a Monitoring form for each employee. Place alphabetically in a binder.
  - a. Include several blank forms if you have physicians, volunteers or students in your department who need to be screened.
6. Provide instructions to staff about how to follow through with the monitoring process in your department (see below)

## Instructions for staff

1. All staff (including physicians, volunteers and students) need to be checked for the following symptoms prior to starting work:
  - a. Temperature of 100 degrees or greater
  - b. Cough
  - c. Shortness of breath
  - d. Sore Throat
  - e. Night sweats/chills
2. Clock in and then report to the designated Monitoring area in your department.
3. Take your temperature and enter it into your individual Monitoring form. Also respond yes or no to the other symptom questions.
4. If you have one or more of the symptoms, you should leave the facility to take care of yourself.
  - a. Communicate to the appropriate individual in your department (manager, charge person) so they can provide coverage for your duties.
  - b. Clock out
  - c. Leave the facility
  - d. Contact the Employee Health Hotline 650-988-7808
    - i. EWHHS will contact you within the next 24 hours. You may wish to contact your primary care physician for guidance.

## Follow Up Documentation

1. Scan Monitoring forms weekly on Fridays and email to [EHS@elcaminohealth.org](mailto:EHS@elcaminohealth.org) .  
Use the Subject Line: **Symptom Monitoring—DEPT NAME** (ex. Symptom Monitoring—Lab)