

# SAMPLE COVID-19 EMPLOYEE POLICIES & PROCEDURES

*These suggested policies were developed for pharmacies located in areas of growing COVID-19 infection. They should be modified as appropriate to your individual community and pharmacy situation.*

## Pharmacy Entry & Employee Screening

- Employees should enter the pharmacy via the BACK DOOR ONLY.
- All employees should receive a temperature check when they arrive at the start of their shifts, after lunch and before leaving for the day. This temperature check occurs before clocking in.
  - If an employee registers an initial temperature deemed to be abnormally high for that individual, perform a second oral temperature check. **Based on the second temperature reading, consider if it is appropriate for the employee to go home and monitor his/her temperature for the next 24 hours.**
- Before entering the pharmacy work area, clean your personal cellphone with alcohol, place it on the break-room charger station or table, and wash your hands thoroughly with soap and water. After completing these procedures, clock in for work.
- You are encouraged to bring your own lunch to avoid leaving the pharmacy during your shift.

## Workstation & Personal Sanitizing

- All workstations should be wiped down with alcohol or disinfectant wipes upon employee arrival and departure. Set an alarm to go off periodically to remind staff to clean their workstation, keyboard, mouse, and phone.
- All employees should clean their hands often by washing thoroughly with soap for at least 30 seconds, or by using an alcohol-based hand sanitizer that contains at least 60% alcohol. Hand-washing is preferred.



## Employee Illness

- **Notify your supervisor and stay home if you feel sick.** Also tell your supervisor immediately if you have a family member who has a fever or becomes sick.
- **Understand the updated symptoms of COVID-19. Infected people report a wide range of symptoms ranging from mild effects to severe illness. Symptoms include:** Fever or chills | Cough | Shortness of breath or difficulty breathing | Fatigue | Muscle or body aches | Headache | New loss of taste or smell | Sore throat | Congestion or runny nose | Nausea or vomiting | Diarrhea
- **Notify your supervisor immediately if you are diagnosed with — or suspect you have — COVID-19 or if anyone at home is or may be infected with COVID-19. In either case, do not report to work.**
- All employees should act responsibly outside of work to protect themselves, their family and coworkers by limiting exposure in public places, washing hands frequently, practicing good hygiene and implementing enhanced cleaning practices in their homes.