

From: [Susan Love](#)
To: [CORP: Okoli-Umeweni, Adaora Obiageli; overbeke@rowan.edu; jermynrt@rowan.edu](#)
Subject: COVID-19 EMPLOYEE SCREENING PROCEDURES
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Good Evening,

Effective tonight with the 11:00PM shift, ALL EMPLOYEES ARE REQUIRED TO ENTER THROUGH THE EMPLOYEE ENTRANCE. At this point, all employees will be screened by completing a questionnaire and their temperature will be taken by use of a no contact infrared thermometer. THIS SCREENING PROCESS WILL OCCUR DAILY AND IS IN PLACE UNTIL FURTHER NOTICE.

All contractors and vendors who enter the building must adhere to this procedure. Also, any family members who are visiting due to compassionate care (hospice/end-of-life) situations will need to adhere to this procedure. Please communicate this information to your contractors/vendors and family members to arrange to meet them outside the employee entrance and accompany them into the building for screening.

THIS MANDATE IS DIRECTLY FROM THE NJ DEPARTMENT OF HEALTH AND CENTERS FOR MEDICARE AND MEDICAID SERVICES (CMS).

You need to check with all of your employees to ensure they have an ID Badge. if they don't, you need to make arrangements to meet them outside the employee entrance to accompany them in the building and get screened. Also, have them go to HR ASAP to get an ID Badge. NO EMPLOYEES WILL BE ABLE TO COME INTO THE BUILDING THROUGH ANY OTHER DOORS EXCEPT THE EMPLOYEE ENTRANCE. THERE ARE NO EXCEPTIONS!

There will be a staff person outside of the HR office when an employee enters the building at the following times:

- *6:30AM-9:30AM
- *3:00PM-4:30PM
- *10:30PM - 11:30PM

Although this procedure will take a few extra minutes before you begin your day, it is for everyone's safety.

Any violation of this policy by any employee will be subject to disciplinary action.

Thank you for your understanding and cooperation.

If you have any questions, please let me know.

Susan

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