



## COVID 19 Screening Requirements

effective June 3, 2020

[WCC COVID 19 Screening \(link to online screening questionnaire\)](#)

In an effort to provide enhanced safety protocol and increased protection for WCC employees, contractors and our community members, beginning Wednesday, June 3, 2020, the College is introducing the following COVID-19 Screening Process.

**All WCC and WTMC employees, as well as contractors, will be required to visit a check in location, complete an online screening questionnaire, and have their temperature taken, by a Public Safety Officer/Patroller, prior to entering campus.** This process will be repeated each time you come to campus.

The screening questionnaire will inquire about physical symptoms related to COVID 19 as well as contact with a diagnosed individual and travel outside of the country.

- An employee or contractor who answers negatively to the questions and has a temperature reading below 100.4° F, will be permitted to access campus.
- Anyone experiencing COVID symptoms or has a temperature of 100.4° F or higher, will be denied access to campus and provided direction per the Center for Disease Control and the Washtenaw County Health Department regarding when they can return. Immediate feedback will be received upon submitting the questionnaire.
- A sticker will be provided indicating that you are able to access campus. **The sticker must be worn visibly, while you are on campus.**
- Refusal to complete the screening process will also result in a denial to access the campus.

**The check in location will be at the Public Safety Office.** For your convenience, a curbside check in point will be available outside the entrance to the Parking Structure, between 7:00am -9:00am. After 9:00 am, the check in point will be in the Public Safety Office, located on the second floor of the Parking Structure.

**The online screening questionnaire is accessible via your personal mobile device.** A link to the questionnaire is found above and it is also available on the Public Safety web page and can be accessed by typing "Covid screening" in the search box.

- It is recommended that you begin the questionnaire, prior to having your temperature taken. This will expedite the screening process.
- Once your temperature is taken, you will be required to enter the number into the questionnaire prior to submitting.
- If you do not have a personal mobile device, a device will be available for you to use in the Public Safety Office.
- Please give yourself a couple extra minutes to get through the screening process. This must be done prior to you clocking in for the start of your shift.

**Additional safety protocol will be required by the employee, contractor and Public Safety Officer.** Masks must be worn while checking in via curbside or in the Public Safety Office. If you don't have a mask, a disposable mask will be provided. Distancing of 6 feet will be required when checking in at the Public Safety Office. Public Safety Officers will also be required to wear gloves and a face screen, in addition to a mask.



**When leaving campus, please notify facilities via email,** of the building and room(s) you were in, so that they can perform their standard safety protocol of cleaning and disinfecting the area. The email should be sent to Craig Whipstock ([cwhipstock@wccnet.edu](mailto:cwhipstock@wccnet.edu))

We understand this is a change to your routine and will take some time to get used to, however, we thank you for your patience and commitment to maintaining a safe and healthy campus.

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