



## Using the Public Safety Sign In Sheet

Entry into your agency is a key to protecting your Staff, their family and the rest of your Agency. We have created a simple spreadsheet to assist you with documenting your efforts to protect your center, while treating everyone the exact same. We did this as we have found many agencies have zero access control and are finding sick people once they are IN their building exposing others. We need to ensure we are protecting our people from unknown infected co-workers who may inadvertently expose themselves to others.

Many people are going to come to work with symptoms that are not due to the coronavirus, so they won't volunteer that they have these symptoms. They believe they are just fine. However, though they may not be infected with the virus, it should be leadership making the call that they are safe to come to work. It shows that you are doing your due diligence to protect all employees and promote a safe work environment. It is responsible and it is needed.

This sign in sheet is just something you can use, edit for your agency or make your own that fits your practices better. The point being that it can be used as a daily record that you checked your team and they were ok. If an employee is not ok, it shows you did not single any individual out, but checked every individual, treating everyone the same. You are also treating everyone fairly and for their protection. Their **symptoms** stood out enough to get your attention and cause you to take them off the schedule.

The sheet is to be filled out electronically with all staff listed. Then, as you screen your staff and record their answers to the questions, there are cells that will highlight. Currently if any of the "Emergency Warning Signs" are answered yes, those cells highlight. Also, if a temperature is taken and it is equal to or higher than 100.4 degrees, it is highlighted. That is the CDC recommended warning temp.

We are glad to adjust this sheet to help anyone. Just let us know if you would like it.

Thank you all for what you do to keep us safe!

**Your National Public Safety Group Team**

<https://nationalpsgroup.com/coronavirus-covid-19-resources/>

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