**Staff Sign-In & Badge Guide – *<Indicate Health District here>* Health District**

**NOTE:** This guide can be modified/edited to suit the district’s needs. What follows are instructions should a district vest and badge are issued for the specific testing event. A district should choose to have testing team personnel to wear an item that would differentiate them from the public, e.g., a district vest, shirt or hat. Another decision point is whether to use employees’/MRC badges or develop something that can be inserted in a vest.

**All personnel operating at a site MUST first sign-in upon arrival to the site and sign-out once their assignment is complete or if they depart the site.** In addition, all testing staff are required to wear a testing event site vest and must display a testing event badge vest Insert (Exceptions to the vest requirement may include uniformed law enforcement personnel). Even if staff has a valid work or agency identification card, they still need to be issued a Testing Site Specific Badge. Badges and vests will be collected by the Sign-In Officer at the completion of POD assignment.

* The District COVID Site Planner will designate a worker to serve as the “Staff Sign-In Officer”.
* Provide the Sign-In Officer with a list of staff names expected to arrive at the site (from Testing Site Action Plan).

**The Sign-In Officer will oversee the Sign-In/badge process and is responsible for the sign-in sheets, badges & vests.**

***Sign-In Officer Action Steps:***

* Assemble/prepare:

🞐 Staff Sign-in Sheets 🞐 Pens 🞐 Yellow Vests (*indicate where located*) 🞐 Badges (Role Specific & Basic) 🞐 Rear Vest Role Title Inserts.

* The Sign-In Officer will don a yellow vest with a “Staff Sign-In Officer” insert displayed on the back panel. A “Sign-In Officer” front panel badge should be signed by the District COVID Site Planner and inserted in the front of the vest display panel.
* Obtain list (if available) from the District COVID Site Planner of staff names expected to arrive & their roles if known.
* Ensure that all staff currently at site has signed-in on the Sign-In Roster (including the Sign-In Officer). **The # column (far left) should be filled out chronologically and these numbers will be entered on each staff badge in the “Sign-In #” block (the badge sign-in # should correspond with the staff sign-in number from the roster). Avoid having separate sign-in log sheets available for staff as this will interfere with the ability to maintain chronological order.**
* Ensure that all staff currently at site has been issued a signed badge (see attached section on “Badges”)
* Ensure that staff currently at site are issued/wearing a yellow vest with front badge displayed.
* Ensure that all staff with leadership or supervisory role has an appropriate *rear* vest insert.
* Establish a single check-in station (site/table) that is clearly visible to arriving testing event staff.
* Clearly identify the check-in area with signage – all signage should be in English, Spanish and a third language is most common in district. All signage should be created prior to the event and brought with other testing supplies.
* Ensure that signage is placed at entrance doors that advise arriving staff they must sign-in.
* Signage should also be placed at the exits to remind staff to “Sign-Out” - all signage should be in English, Spanish and a third language is most common in district.
* The Sign-In Officer will confer with the District COVID Clinical Site Leader or District COVID Site Planner and advise them of the “Staff Sign-In” area location and that the Sign-In station is operational with signage. The Sign-In Officer will also determine any special instructions or procedures for the check-in process.
* The Sign-In Officer will check/verify identifications (i.e., driver’s license, work or MRC IDs) and any credentials of arriving staff as needed (based on the testing role of the incoming staff).
* If significant back-ups occur or assistance is needed at Sign-In table, request additional staff.
* Log the departure time of staff on the roster and **collect all badges and vests**.

**Badges(2 types):**

1. **Role Badges –** with pre-printed role & distinguishing colors for easier identification of site leadership or supervisory personnel.
2. **Basic Badges** (for non-supervisory/general staff)role and assigned station can be filled-out. No colors.

***Role Badge Example:***

**Name of school, building, etc.**

**Sign-In Officer Signature**

**Clearly Printed Name**

**Enter the number from the sign-in sheet**

**Sign-In #**

**Site Name/Location**

**Approved By (signature):**



**NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ACCESS LEVEL: 🞐FULL**

**CLERICAL**

***SUPERVISOR***

**There are (12) pre-made role specific badges (and rear vest inserts):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Site Leader** | **Safety** | **Administrative Officer** | **Triage** |
| **Sign-In Officer** | **Site Training Coordinator** | **Clerical Supervisor** | **Greeter** |
| **Security** | **Logistics** | **Clinical Supervisor** | **Screener** |

***Basic Badge Example:***

**Enter the number from the sign-in sheet**

**VDH Staff will have “Full” access unless otherwise indicated.**

**Other staff (i.e MRC) should be “Assigned Station/Area. If so, fill in the station/area.**

**(Registration, vaccination, exit, etc.)**

**Clearly Print Name**

**Indicate the assigned role or duties**

**Name of school, building, etc.**

**Sign-In Officer Signature**

**NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ROLE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ACCESS LEVEL: 🞐 FULL 🞐 ASSIGNED STATION/AREA**

**ASSIGNED STATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sign-In #**

**Site Name/Location**

**Approved By (signature):**



**Badge inserted into front vest display window:**



**Rear Vest Display Window with Role Title Insert:**

