



**Position Title:** Point of Entry Screener (Multiple Positions)

**Reports To:** Campus COVID Coordinator

**Department:** President's Office

**Classification:** Part-time, Temporary, One year appointment with the possibility of an extension

## **POSITION OVERVIEW**

The Point of Entry Screener will perform temperature screening at LeMoyne-Owen College facilities on personnel to identify persons who may have been exposed to the COVID-19 virus and to minimize the risk of spreading the virus. All Point of Entry Screeners involved in personnel screening for COVID-19 will be responsible for temperature assessment, hand hygiene protocols, infection control series, and questionnaire administration.

## **DUTIES AND RESPONSIBILITIES**

- Explain to all personnel the purpose of the screening
- Greet persons entering and existing the facility in a professional manner
- Take temperature readings of employees and visitors
- Provide Personal Protective Equipment (PPE) to employees and visitors
- Collect employee and visitor information and screening health related information from individuals
- Document accurate information on appropriate forms
- Ensure the right to privacy and confidentiality of anyone identified as a suspected case are maintained
- Ask suspected cases to leave the facility that are identified by the screening assessment
- Report suspected cases according to the established protocols
- Ensure screening area is set-up with PPE and employee information
- Wash hands thoroughly before donning required PPE
- Maintain safe distance between individuals in line for screening
- Safely dispose of all disposable PPE including items such as gloves
- Sanitize hands before replacement gloves are put on
- Clean assigned areas using appropriate cleaning materials and supplies according to procedures

## **MINIMUM QUALIFICATIONS**

- High School Diploma or equivalent
- Proof of vaccination **required**
- Required to wear Personal Protective Equipment (mask, gloves)

- Given that this role has been created to respond to the threat posed by Covid-19 it is essential that applicants are in good health and don't have any respiratory conditions

## **WORKING CONDITIONS/PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in a pdf document via email to: [jobs@loc.edu](mailto:jobs@loc.edu). Please put the job title in the subject line

- Resume

**Incomplete applications will not be considered. The final candidates who are extended an offer must successfully complete a background check.**

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

**No Solicitations or Phone Calls Please**