



HR I-9 Verification & Badge Pick Up Safety Plan

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PURPOSE: To prevent and or reduce the possible spread COVID-19 while supporting new employees complete their I-9 verification and pick up their employee badge.

SCOPE: These procedures apply to all staff verifying new employee's documents and the newly hired employees bringing their paperwork and picking up their badge.

RESPONSIBILITY: It is each individual's responsibility to adhere to this safety plan.

OPERATIONAL TIMELINE: Beginning Tuesday, August 4 and running through mid-September, I-9 verification and badge pick-up will be conducted weekly on Tuesdays from 1pm-4pm and Wednesdays from 9am-Noon. Additional times may be added depending on volume.

INSTRUCTIONS:

All HR employees conducting the I-9 verification must:

1. Follow the procedures in this Safety Plan.
2. Follow all hand washing and personal hygiene standard operating procedures.
3. Follow all social distancing protocols: Tables must be set up to maintain 6 from each other.
4. No handshaking or physical touching – use other non-contact methods of greeting.
5. Wear a face covering at all times when in common areas and proximity of others - <https://www.pps.net/Page/15264>.
6. Sign up on the I-9 Verification Process spreadsheet to ensure contact tracing protocols are met.
7. Sit behind plexiglass, allow new employee to set documents down on the table and ask them to place them just through the plexiglass in a manner that you can lean over and take a picture with your work cell phone, and then ask them to step back from the table. Step to the table to review the document - avoid touching the documents if at all possible, just take a photo. When complete, take a step back and let the employee know they may step forward and retrieve their documents.
8. Wipe down any areas on the table that were touched before the next new hire places their documents down.
9. Verbally direct the employee where to go for their badge pick-up.

All New Hire employees arriving at BESC to complete their I-9 verification must:

1. Follow the procedures in this Safety Plan and as requested by the HR staff working on site.
2. Follow all social distancing protocols, maintaining approximately 6 feet at all times.



3. Wear a face covering at all times.

MONITORING:

1. HR staff are asked to self-monitor their compliance with this safety plan and to ask new hires to follow the safety protocols.
2. Take corrective action as necessary.
3. Follow-up as needed.

CORRECTIVE ACTION:

1. Retrain any HR employee found not following the procedures in this safety plan.
2. Ask the new hire to return when they can follow the safety plan protocols.

QUESTIONS AND CONCERNS

Please direct any questions or concerns regarding the I-9 verification process safety plan to Stacey Jung, Senior Director of HR Operations at sjung@pps.net and any questions or concerns regarding the District's social-distancing protocols to Joe Crelier, Director of Risk Management, at staysafe@pps.net.