Archdiocese of Hartford

Office of Safe Environment

Policies and Procedures for Fingerprinting

Employees for the 2020-21 school year

Those required to submit to a Fingerprint Background Check are individuals who are receiving a paycheck or stipend from an Archdiocesan school.

1. Employees will contact the Fingerprint coordinator prior to the scheduled day for fingerprinting to set up appointment.
2. Two documents will need to be filled out and submitted no later than 24 hours prior to the appointment- the Employee Information for Fingerprint Background Check Form and the Privacy Rights. Employees will also be required to show photo ID at the time of the appointment.
	1. If the employee arrives to their appointment without the proper documentation submitted in advance, they will be asked to wait until another time opens up, and priority will be given to another employee whose paperwork was submitted.
3. Upon arrival at the fingerprinting site, all employees are asked to wait in their car until they are contacted.
4. At the appointment time, the fingerprint coordinator will call the employee to ask them questions related to their health status.
	1. If the employees feels ill or believes they may have come into contact with someone who has COVID-19, they will be asked to make another appointment at a later date when they are feeling well.
5. After the phone call, the employee will be welcomed to the fingerprinting station where their temperature will be taken.
	1. If the employee’s temperature is over the CDC’s qualification of a fever, which is 100.4°, they will be asked to leave and make another appointment when they no longer have a fever.
6. Face coverings are required to be worn for the duration of the appointment.
	1. Employees who advise that for health reasons they cannot wear a mask, the procedure will continue without the employee wearing a mask.
7. Only the person being fingerprinted will be allowed in the appointment. No guests of the employee will be allowed. The only exceptions are: one guest who is a translator to the employee or one guest who is providing medical assisting services to the employee.
	1. The guest will also be subject to the above regulations.
8. The employee’s hands will be sanitized at the beginning and the end of the appointment.
9. The fingerprint coordinator will be wearing a mask, gloves, face shield, and gown.
10. All fingerprinting equipment will be thoroughly sanitized in between appointments.

Should you have any questions or concerns, please do not hesitate to contact the Office of Safe Environment at (860) 541-6491, 467 Bloomfield Ave. Bloomfield, CT 06002, Fax: (860) 548-9062.

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