

PROCEDURE: Daily Temperature Checks
INTENDED AUDIENCE: City of Pearland Personnel
PURPOSE: To provide guidance related to the daily temperature checks that may be conducted.

I. Knowledge

Temperature checks were initially recommended by the CDC early in the COVID-19 epidemic for healthcare workers as an outward means of ensuring anyone with a temperature was not allowed to enter a medical facility nor treat patients. Many private sector companies chose to establish protocols using these same concepts to ensure that employees entering densely populated work areas were screened to ensure sick employees did not enter.

The temperature checks do not ensure all employees with the COVID-19 virus are screened out of the workforce nor do they establish that each person with a fever has the COVID-19 virus. What temperature checks do establish is that individuals with a fever over 100.4 are not allowed to expose other City employees to whatever illness the employee may be experiencing. This check is simply one tool within the process to allow our employees to feel comfortable working within the environment to which we are asking them to report.

Throughout the event, several city departments and divisions have been conducting temperature checks on employees. If an employee has a fever over 100.4, they have been asked to go home and follow the return to work process established in March. Due to access to thermometers, other employees that have been working have been asked to self-check at home rather than as they enter the workplace. The City has now acquired adequate thermometers to offer the checks within each facility at the Department Heads discretion.

In these current times of vigilance, temperature checks are an additional tool, along with social distancing, personal protective equipment (PPE) and proper hand sanitizing etiquette to ensure the safety and well-being of our workforce and the citizens that we serve.

II. Safety

To ensure all employees are protected while taking temperatures, there are stations with the following PPE at each facility that has elected to participate in the daily temperature checks.



- Face mask
- Latex gloves
- Hand Sanitizer
- Disinfectant wipes
- A log
- A thermometer

Please ensure that when screening employees or when conducting self-checks, that all safety precautions are followed to protect the person being screened and all other co-workers involved. Ensure that all PPE is worn, that the area where the screening is conducted has adequate air flow and the ability to maintain the 6' radius for social distancing purposes.

III. Procedures for taking employee temperatures by a designated person within the facility:

- Ensure the station is sanitized and you have washed or sanitized your hands before proceeding.
- Have mouth, nose and hand protection on at all times while conducting the checks.
- Create as much distance as the thermometer will allow between yourself and the employee you are checking.
- Perform temperature checks by:
 - Holding the thermometer towards the employee's forehead.
 - Clicking the trigger on the thermometer and holding until the thermometer beeps.
- Complete the check-in roster by placing a "Y" in the column if the employee has a reading $<100.4^{\circ}$ and is good to proceed to work or a "N" in the column if the employee has a reading $\geq 100.4^{\circ}$.
- If the employee's temperature is greater than 100.4° , the employee will be sent home, asked to monitor his/her temperature and report back to work only after he/she is seventy-two (72) hours fever free without the use of fever reducing medications.
- If the supervisor is not the person conducting the temperature check, the employee needs to notify their supervisor immediately.



- After each check, ensure the station and thermometer are wiped down with a disinfectant wipe.

IV. Procedure if self-checking is used to enter the building:

- Ensure the station is sanitized and hands are washed or sanitized before proceeding.
- Have hand protection on when performing the temperature check to protect the employee and the thermometer.
- Perform temperature checks by:
 - Holding the thermometer towards the employee's forehead.
 - Clicking the trigger on the thermometer and holding until the thermometer beeps.
- Complete the check-in roster by placing a "Y" in the column if the employee has a reading $<100.4^{\circ}$ and is good to proceed to work or a "N" in the column if the employee has a reading ≥ 100.4 .
- Wipe the thermometer, pen, and desk down with a disinfectant wipe before leaving the station.
- If the employee's temperature is greater than 100.4 degrees, the employee needs to return to his/her vehicle and contact his/her supervisor immediately.

V. Procedure for employees with a temperature over 100.4 degrees:

If an employee's temperature is initially greater than 100.4° , retake the temperature to ensure the thermometer is accurate. If the temperature remains over 100.4° , ask the employee to return home until he/she is fever free for a minimum of seventy-two (72) hours without the use of fever reducing medication.

Supervisors will report the employee information to the IMT Safety Officer to ensure the employee is eligible for the FFCRA leave.

If an employee within your department goes home with a fever, monitor all other employees to ensure there is not a spread of any virus and notify the safety officer if additional employees are affected.

VI. Timeline for temperature taking procedures

The City will continue to check and monitor temperatures until the City returns to normal operation.

