

III Employee Policy Addendum

COVID-19 Pandemic Only

Daily Employee Temperature Screening

During a pandemic, employers may ask employees if employee is experiencing any symptoms (e.g. fever, chills, cough, shortness of breath, or sore throat). If employees becomes ill with COVID-19 symptoms, they should immediately leave the workplace. In an effort to further protect our employees and guests, please note the following steps for screening our team members' body temperature on a daily basis prior to beginning their work shift.

Tools:

- **Thermometer - No Contact Infrared Medical Thermometers must be used.** approved Brand is Sejoy distributed by Cooper Atkins.
- **Masks/Gloves:** Managers screening employees for body temperature must wear a mask and disposable gloves.
- **Daily Temperature Monitoring Log** – Each day, enter the date, employee's name, temperature and action taken. This log is confidential and must remain in the manager's office.

Method for Screening employees:

- Managers must wear gloves and masks to test employee for body temperature
- Temperature checks **must be** conducted prior to allowing employees to enter for their shifts. (Option: Employees and Managers must go to directly to manager office to have temperature screening before beginning shift)
- Follow manufacturer's directions for taking employee forehead temperature:
 - Forehead shall be clean and dry
 - Wake up the device by pressing the On Button
 - Place device 1" from the forehead and push the start button
 - Wait for final beep to take temperature reading (Note: Do no remove thermometer from forehead until you hear the final beep)
- Team members with a temperature of 100F or higher must be sent home
- If employee if sent home please log on the **Daily Temperature Monitoring Log**. Enter date, employee name, temperature and action taken.

Documentation

An employee's body temperature is considered medical information and must be handled in a confidential manner and **not disclosed to others.**