

# Employee Temperature Taking

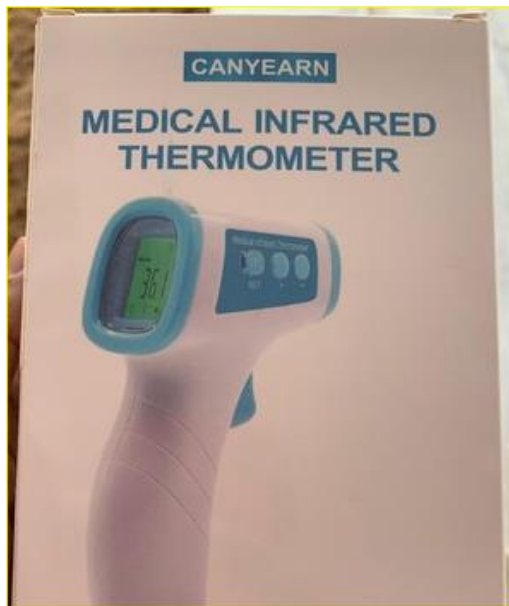
## (Safe and Sanitary)

As we continue our efforts to ensure the safety of our employees, a supervisor or designee will begin taking employee temperatures at the start of each shift, after the employee has checked in.

**Be sure to adhere to social distancing requirements at all times (maintain at least 6 feet distancing between employees).** The below steps will help guide you in the process for taking the employees' temperatures:

- 1) Establish a means to maintain social distancing while employees wait to have their temperatures taken. Departments should consider staggering shifts and/or utilize more than one thermometer for large groups.
- 2) Screeners should wear masks when performing screenings.

### Touch Free Infrared Forehead Thermometer: How to Take Temperature



- 3) Make sure that you are taking the reading in a shaded area – not outside in the direct sunlight.
- 4) Instruct the person being screened to look down while scanning the forehead. Hold the thermometer at arm's length to create as much distance as possible.
- 5) At a distance of approximately 1 foot, point the infrared sensor at the center of the employee's forehead. The display should be pointed toward you.
- 6) Squeeze the button and the infrared light will read the temperature and display on the screen.
- 7) If the thermometer returns a temperature at or above 99.6°F, ask the employee to step aside to a designated area away from other employees and wait for a period of 5 minutes. After 5 minutes have passed, take the employee's temperature again.
- 8) **If the employee continues to have a temperature reading of 99.6°F or above, the employee should be sent home and told to contact the HR COVID hotline at 207-4747.** Prior to close of business, the screener should contact the HR COVID hotline, 207-4747, to notify them of any employees sent home. Your HR representative will work with the employee to monitor symptoms, answer any questions about pay and determine an appropriate return to work date.