

PROCEDURES FOR IMPLEMENTING SYMPTOMS & TEMPERATURE CHECK

If your business is planning to implement symptoms and temperature checks for employees, here is some guidance to support this practice.

BEFORE IMPLEMENTATION:

- Create an internal policy that your employees must follow and implement
- Provide training to staff on the new policy.
- Purchase infrared thermometer – preferably 2-3 and always have a backup with extra batteries
- Train the selected screening staff on the process of administering temperature checks. Ensure employees are wearing proper protective equipment (*i.e.*, *face-covering and latex gloves*) when administering temperature checks.
- Purchase wristbands (*or similar identifier*) to identify those who have had their temperatures checked.
- Designate one point of Entry/Exit for staff. All other points of entry should have signage directing staff to temperature screenings location.
- Create a log or Google survey to track the screening of staff symptoms and temperatures.
 - If using Google survey, print QR codes for easy access to the screening tool.
 - In addition to temperature, track the following symptoms in the screening tool:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or measured temperature greater than $> 100.4^{\circ}\text{F}$
 - Known close contact with a person who is lab-confirmed to have COVID-19
- Before opening do a test run one to two days before, to ensure screening staff understands their roles and everything is working properly.
- Use social media or other forms of communication to update customers of the new procedures and policies.

HOW TO IMPLEMENT THE TEMPERATURE SCREENING

- At the point of entry, have a screening area with a table station set up with thermometers, wristbands, hand sanitizer, and 1-2 trained screeners wearing protective gear. Have additional protective gear (*gloves and facemask*) available for staff to change frequently.
- Direct incoming staff to the screening area.
- Using the infrared thermometer, take each staff person's temperature. If the temperature is less than $<100.4^{\circ}\text{F}$, communicate the temperature to the staff person's and hand them a wrist band. The individual is cleared to enter the facility.
 - If the staff person said YES to any of the health screen questions or if the temperature is greater than $\geq 100.4^{\circ}\text{F}$, the screeners will DISCREETLY ask staff to isolate themselves.
 - The employee should record their temperature and symptoms on the log or Google survey. They should notify their supervisor and promptly isolate themselves from other employees.

For a list of testing sites, visit [HCPHTX.ORG](https://www.hcphtx.org)

If interested, this procedure can be applied to customers as well.

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