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
    - Chills
    - Muscle pain
    - Sore throat
    - Diarrhea
    - Feeling feverish or measured temperature greater than > 100.4°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°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 ≥ 100.4°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

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