Temperature Monitoring of Employees during COVID-19

Step-by-Step Actions to Complete Task

1. Each employee is responsible, upon arrival for work, to enter Building XXXX through the main doors (door #2) if they arrive prior to 9 AM. Arrival after 9 AM should enter the Building through Building XXXXX to have their temperature taken.
2. Each employee’s temperature will be taken.
   1. Employee names will be recorded on an employee roster upon having their temperature taken.
   2. Employees that have a temperature 99.4 or below will be allowed to proceed to their work station.
   3. Employees that have a temperature above 99.4 F will be sent home. All elevated temperature readings will be noted on the employee roster next to the employee’s name. \*\*\*

\*\*\*If an employee is sent home, they may only return to work once they are fever free for 24 hours without the use of an anti-fever medication, meaning that the employee may return once the fever subsides on its own.

1. Employees at satellite locations will also need to have their temperature checked daily. Supervisors will report any elevations to the XXXX Manager along will the names of all employees completing their daily temperature monitoring. Each supervisor will report this to the Clinic Manager within 1 hour after arrival of employees to their worksite.
2. Each day the XXXX Manager will be notified by 10:00 AM of any staff that were sent home due to an elevated temperature.