

# COVID-19 TEMPERATURE & SYMPTOM SCREENING STEP-BY-STEP PROCEDURE (Version 2 – Updated: May 11, 2020)

*Important: Before conducting screenings, Screener must read and understand how to use the thermometer according to manufacturer guidelines. Refer to Temperature Procedure Guidance for other important specific considerations.*

1. Ensure thermometer has been calibrated according to manufacturer guidelines. Use probe covers or disinfect between each screening.
2. Set up screening area close to entrance with a barrier between screener and people being screened, in a private room with door closed or outside.
  - Indicate waiting spots in 6 ft. increments to maintain social distancing and confidentiality.
  - Ensure temperature/symptom recordkeeping materials (i.e.: log) are available.
3. Wear N95 (or higher) respirator (or disposable exam-type facemask if respirator not available), safety glasses, and gloves to conduct all screenings.
  - Gloves should be changed and hand hygiene performed with  $\geq$  60% alcohol-based hand rub between each screening.
  - Respirator/facemask and safety glasses should be disposed, or reprocessed/stored after screening intervals according to company, CDC, and OSHA guidelines.
4. Individuals being screened MUST wear/don cloth or disposable facemask.
5. Conduct screening in the following order:
  - a) Ask person if they have had any COVID-19 symptoms since last at work/screening if they are an employee or within the last 14 days if they are a visitor, and if they feel feverish. If any symptoms, STOP and exclude from accessing building per company policy.
  - b) Move around barrier to take the person's temperature and record. If temperature is below 97°F or above 99°F, isolate individual and retake the temperature a second time 5-10 minutes later and record. If 2<sup>nd</sup> temperature indicates fever, STOP and exclude from accessing building per company policy.
  - c) If steps A and B are negative, ask remaining questions and allow/exclude access according to the screening parameters.
6. Record, share and retain confidential screening records only per company guidelines and according to ADA, HIPAA, and local privacy laws.
7. Disinfect any surfaces/isolation areas touched by persons or their respiratory droplets per company protocol.

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