



Cascade Employers Association

Building better workplaces through
compliance, culture, connection

PLEASE NOTE: This sample guideline is made available for informational purposes only and it is not intended as legal advice. There are many different ways an organization can choose to respond to COVID-19 and its impact on the workplace. Please seek specific guidance if you are unsure about how your organization can approach this in a compliant and compassionate manner.

SAMPLE Employee Temperature Screening Process Guide

As the COVID-19 pandemic continues, we at [Company name] are faced with the challenge of minimizing the risk of spreading COVID-19 while still maintaining critical operations.

Because the CDC and state/local health authorities have acknowledged community spread of COVID-19 and issued precautions as of March 2020, employers are allowed to measure employees' body temperature and monitor symptoms as a matter of public safety. This information is considered confidential medical information and will be stored in separate files/records from the usual personnel files.

The following are the steps [company name] is taking:

1. **Who:** Temperature/Screening will be done for [classes of employees i.e. all employees, essential employees only, employees who have or may have been exposed] on a non-discriminatory basis.
2. **How:** Temperature/ Screening will be done by [select one]:
 - a. Employees conduct their own temperature check with either a company-provided thermometer or employee's own thermometer and show results to designated screener.
 - b. One or more designated employees performing the screenings.
 - Designated employees must be trained to maintain confidentiality, must wear PPE, and must be trained on use and sanitization of the thermometer.
 - c. Third Party Medical Contractor.
3. **Where:** [select one]
 - a. The screening will be done outside before entering into the workplace (CDC recommendation).
 - b. Inside – Ideally very close to the entrance. Each individual should use hand sanitizer prior to getting in line for screening. This will be provided by the company.
4. **Safety:**
 - a. Appropriate PPE will be issued to employees conducting health screening.
 - b. Waiting lines will have markings to ensure employees are properly distanced.
 - c. Consider staggering shifts.
5. **Method:** [select one]
 - a. A contact forehead thermometer - fast and accurate but needs to be cleaned with a new alcohol wipe after each use.
 - b. A non-contact infrared thermometer with auto-measurement reduces the need for physical contact.

- c. Oral thermometers may be more readily available, but should have a plastic tip that detaches and can be discarded after taking each individual's temperature.
 - d. Thermal imaging for detecting elevated body temperature.
6. **Results:**
- a. Employee will not pass and thus, immediately be sent home if:
 - Employee has a "fever" - of 100.4° F or higher.
 - Employee has any COVID-19 symptoms
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Headache
 - Nasal congestion or runny nose
 - Muscle or body aches
 - Sore throat
 - New loss of smell or taste
 - Nausea or vomiting
 - Diarrhea
 - Employee refuses to be tested.
 - b. After sending an employee home for not passing (except in the case of a refusal), all areas in the facility the employee may have touched or been present before being screened will be thoroughly cleaned.
 - c. For employees who do not pass, the employer will identify and notify individuals who the employee had contact with - the name of the employee will remain confidential as well as the employee's symptoms.
7. **Pay:** In compliance with the FLSA and Oregon Wage and hour law, employees will be paid for the screening time and the amount of time waiting to be screened.
8. **Return:** Employees sent home with a fever and/or other COVID-19 symptoms and/or potential exposure may not return to work until the following criteria are met:
- a. **If an employee has COVID-19 symptoms but did not have COVID-19 test:**
 - The employee certifies in writing that they have not had a fever for at least 24 hours without the use of medicine that reduces fevers; AND
 - The employee certifies in writing that their symptoms (cough, shortness of breath, chills, muscle pain, sore throat, new loss of taste or smell) have improved; AND
 - At least 10 days have passed since employee's symptoms first appeared.
 - b. **If an employee has COVID-19 symptoms and they did have a positive COVID-19 test:**
 - The employee certifies in writing that they have not had a fever for at least 24 hours without the use of medicine that reduces fevers; AND
 - The employee certifies in writing that their symptoms (cough, shortness of breath, chills, muscle pain, sore throat, new loss of taste or smell) have improved; AND
 - At least 10 days have passed since employee's symptoms first appeared.
 - c. **If an employee does not have COVID-19 symptoms but they did have a positive COVID-19 test:**

- The employee certifies in writing that they do not have any symptoms (cough, shortness of breath, chills, muscle pain, sore throat, new loss of taste or smell); AND
 - At least 10 days have passed since they had a positive COVID-19 test.
- d. If employee was potentially exposed to COVID-19:**
- Potentially exposed employees who do not have symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.