



## City of Commerce, California Human Resources Policy and Procedure Manual

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Number: VI-5 Effective Date: 11/23/2020

### **SUBJECT: TEMPORARY EMPLOYEE TEMPERATURE SCREENING & COVID-19 HEALTH PRECAUTIONS POLICY**

#### **PURPOSE:**

In light of the current COVID-19 pandemic and the City's commitment to protect the health and safety of its employees, the City has determined that it is necessary to continue to exercise any and all reasonable efforts designed to prevent employees who are required to report to work from exposure to COVID-19. To that end, the City is hereby adopting the following Temporary Employee Temperature Screening Policy ("Policy"), consistent with the applicable guidance from federal, state and local health officials, the U.S. Equal Employment Opportunity Commission (EEOC), and the Department of Fair Employment and Housing (DFEH).

#### **POLICY:**

As detailed below, the Policy outlines the City's process for screening the temperatures of employees at City facilities to reduce the potential risk of exposure to individuals with COVID-19 or associated symptoms. **All employees are required to comply with this Policy.** An employee who refuses or otherwise fails to comply with the Policy shall be sent home and/or subject to discipline, up to and including, termination.

#### **Temperature Screening:**

As part of its efforts to properly evaluate and mitigate the potential risk of COVID-19 transmission in the workplace, the City shall implement the following temperature screening methods, for screening the temperature of employees reporting to work in-person at a City facility: 1) authorize and assign certain employees ("Test Administrators") to screen the temperature of employees reporting to their respective worksite(s), either through kiosk temperature scanning or a non-touch thermometer; and/or 2) self-screening attestations.

The City is requiring employees to conduct self-screening checks for signs of COVID-19 prior to entering a physical facility of the City for the start of each and every work shift, as described in the City's social distancing protocol and Los Angeles County Public Health Orders. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing, fever or chills, and if the employee has had contact with a person

known to be infected COVID-19 in the last 14 days. Employees are encouraged to conduct these checks remotely (i.e., at home) before arriving at a City facility.<sup>1</sup>

City employees, contractors, and/or any visitors who are scheduled or intend to be physically present in a City facility shall be screened upon entry into any office, building, work site, or applicable facility. Accordingly, any such City employee must complete the temperature screening process either by (1) Test Administrators using a kiosk temperature scanner or no contact thermometer or (2) self-screening at an attestation, prior to the start of their work shift or entering a City facility. This requirement will remain in effect until further notice and is subject to change.

City departments shall establish designated areas at each worksite or applicable City facility to conduct temperature screenings.

### **1. Temperature Screening Administered through Test Administrators:**

Test Administrators will be required to follow any applicable health precautions identified by the City, including, but not limited to, (i) washing their hands with soap and water for at least 20 seconds or using hand sanitizer with at least 60% alcohol; (ii) putting on a face mask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of gloves (latex or nitrile); and (iii) maintaining six feet of physical distance from the employee being screened.<sup>2</sup>

Test Administrators shall be required to show or communicate an employee's temperature to each tested employee.

It is the City's intent, for purposes of administering the temperature screening, to utilize and rely on a temperature screening kiosk or infrared, non-touch thermometers. The City, however, reserves the right to utilize and rely on other reliable methods and/or temperature-measuring tools, as needed.

#### **a. Procedure for Test Administrators:**

##### **i. Utilizing a Temperature Screening Kiosk (if applicable):**

1. Employee shall stand in front of the temperature screening kiosk while wearing his or her face covering until the kiosk reads his or her temperature.
2. The Test Administrator will listen to the temperature that is read.
3. In the event a Test Administrator is unavailable, but the kiosk is working properly and able to read the employee's temperature, the employee shall still utilize the temperature screening kiosk to have their temperatures taken.

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<sup>1</sup> For additional guidance regarding symptoms of COVID-19, please see the following link from the CDC and LACDPH, respectively: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>, [http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening\\_OfficeBasedWorksites.pdf](http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_OfficeBasedWorksites.pdf)

<sup>2</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>; <http://publichealth.lacounty.gov/media/Coronavirus/docs/business/EntryScreening.pdf>

4. In the event the kiosk is not working or unable to read the employee's temperature, the Test Administrator shall use a non-touch thermometer as indicated below to administer the temperature screening.
5. In the event that the kiosk is not working *and* the Test Administrator is unavailable, the employee shall screen his/her temperature via the self-screening attestation process, as indicated below.

**ii. Utilizing a Non-Touch Thermometer:**

1. Each Test Administrator must wash hands thoroughly prior to beginning the test administration process.
2. Each Test Administrator must have on a proper face covering and will use hand sanitizer prior to the administration.
3. Latex or nitrile gloves shall be used prior to the administration process if a plexiglass/ or sneeze guard is not in between the Test Administrator and the employee who is being screened.
4. Prior to each temperature screening, the Test Administrator will wipe down the entire non-touch temporal thermometer with a new alcohol wipe. To use the temporal thermometer, the Test Administrator shall:
  - a. Turn on the thermometer.
  - b. Point the thermometer approximately 3 to 5 centimeters (review each thermometer's manual for instructions) from the employee's forehead.
  - c. After the thermometer registers the temperature, remove the thermometer and read the number.
5. Following the temperature reading, use an alcohol wipe to wipe down and disinfect the entire no contact thermometer.

**2. Temperature Screening through Self-Screening:**

At the designated area for each facility, department or program, the City will have a self-screening kit only for employees who do not have access to a temperature screening kiosk and Test Administrator to complete their self-screening. This self-screening kit will contain the following items:

- Temporal thermometer
- Hand sanitizer
- Alcohol wipes
- Backup thermometer (in the event of a thermometer malfunction)
- New replacement backup batteries

**a. Procedure for Self-Screening:**

- i. Each employee must use hand sanitizer upon reaching the designated entrance to clean his/her hands, ensuring that both sides of each hand have been sanitized.
- ii. Each employee must use a temporal thermometer to take his/her temperature. To use a temporal thermometer, the employee should:

1. Turn on the thermometer.
2. Point the thermometer to his/her forehead based on the thermometer's manual instructions.
3. Read the number on the thermometer.
4. Each employee must use an alcohol wipe to wipe down and disinfect the entire temporal thermometer.

### **Temperature Screening Results:**

Should an employee's body temperature register **at** or above 100.4 degrees Fahrenheit, the employee will wait for 2 minutes and step away at least 6 feet away from the testing area and or other individuals or outside of the facility (if practical to do so), and then retest his/her temperature for the second time. If the employee registers a temperature **below** 100.4 degree Fahrenheit for the second time, the employee will wait for 2 minutes and step away at least 6 feet away from the testing area and or other individuals or outside the facility (if practical to do so), and then retest his/her temperature for a third time. If the employee registers a temperature below 100.4 during this third check, the employee shall be permitted to enter the facility and report to work.

If the employee registers a temperature of 100.4 degrees Fahrenheit or above for the second or third time (only in cases that the second reading registered below 100.4 degrees Fahrenheit), the employee must immediately physically step outside the facility and shall not be permitted to continue entering the worksite and shall be immediately sent home to self-monitor symptoms until further notice. The employee shall contact his/her immediate supervisor via telephone or email as they will not be reporting to work due to the temperature reading. The supervisor will contact the Human Resources Department to report the incident and the Human Resources Department will provide the supervisor with further guidance. The Human Resources Department will make a determination about how to proceed based on the particular circumstances involved.

These temperature screening procedures are intended to supplement employees' efforts to screen themselves at home, prior to coming to work. Employees who show signs or symptoms associated with COVID-19 must **immediately** report this to Human Resources. Employees may be required to remain at home for a specified period of time before they may return to the office. This period of time will depend on the severity of the employee's symptoms.

Employees who are seeking treatment or diagnosis for COVID-19 or diagnosed with COVID-19 must **immediately** report this to Human Resources, and may not report to work. The City will provide information about health resources, available leaves of absence and other important items.

### **Returning to Work & COVID Health Precautions:**

With regard to those employees sent home due to the reasons described above or for a potential exposure to COVID-19, in the best interest of the health and wellbeing of all City staff, the City reserves the right to determine when such employees may be required to either work remotely or report back to their worksites. The City also reserves the right to request medical documentation confirming employees are fit to return to duty and that they do not pose a health risk to other employees.

Generally, an employee sent home with a fever may be permitted to return to work after clearance from their health care provider and the Human Resources Department.

The employee may also return to work earlier upon written certification from a medical health provider confirming that COVID-19 is not the cause of the employee's fever or other symptoms, or otherwise providing a written release for the employee to return to work.

If the employee is sent home due to a fever, the employee shall be required to use their sick leave accruals or request a formal leave of absence with the Human Resources Department.

Notwithstanding, the City may allow employees with COVID-19 who have stayed home to end his/her home isolation and return to work, if and when they have met one of the sets of criteria set forth by the CDC.<sup>3</sup>

After returning to work, **ALL** employees shall continue to exercise necessary health precautions, including, but not limited to:

- 1) Adhering to proper hand hygiene, respiratory hygiene, and cough etiquette (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles, wash your hands frequently);
- 2) Self-monitoring for symptoms, and seeking re-evaluation from health professional if symptoms recur or worsen;
- 3) Stay home when you are sick except to get medical care.
- 4) Appropriate face masks/coverings must be worn at ALL times except when alone in an office or at a cubicle provided that no one is within 6 feet. Masks must be worn as soon as you step outside your office or cubicle for any reason – even if just running to copy machine, bathroom, etc. Masks can be removed for short periods while eating in the lunch rooms as long as you are at least 6 feet from other people but should be replaced if not eating.
- 5) During this ongoing pandemic, we encourage employees to avoid lunch rooms/common areas as much as possible and to eat at your desk when you can. (Please don't store food overnight at your desk or bring food to share at work).
- 6) Stay at least 6 feet (2 arms' length) or more away from others. For the purpose of contact tracing, if an employee is less than 6 feet from another employee, contractor or member of the public for more than 1 minute, employees are

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<sup>3</sup> <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>; see also <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>

required to report this contact in writing to their department management by no later than by the end of their work shift.

**Confidentiality:**

The City shall maintain confidentiality with respect to temperature screening information and shall not disclose any personal health-related information, except as may be required by law.

Should an employee be suspected of, or ultimately test positive for, COVID-19, the City shall not specifically convey health-related information other than that which is reasonably required to notify co-workers that they may have potentially been exposed to COVID-19.

**Policy Compliance:**

All employees are required to comply with this Policy. An employee who refuses or otherwise fails to comply with the Policy shall be sent home and/or subject to discipline, up to and including, termination.

Unless and until the City provides otherwise, this Policy shall supersede any conflicting City rules, regulations, or policies promulgated to address the current COVID-19 pandemic. This Policy shall not be interpreted as precluding any employee from also measuring his or her temperature at home, prior to entering a City facility.

**PROCEDURE:**

**Responsibility**

**Action**

Department Head

1. Discuss this policy including form procedure with all employees. Documentation of discussions of this policy with employees will be maintained. Discuss with contractors and visitors the temperature screening policy at the entrance of all of our City facilities.

Employee

2. Self-monitor for signs of COVID-19 related symptoms prior to reporting to work.
3. Appropriate face masks/coverings must be worn at ALL times except when alone in an office or at a cubicle, provided that no one is within 6 feet. Masks must be worn as soon as you step outside your office or cubicle for any reason – even if just running to copy machine, bathroom, etc. Face coverings can be removed for short

periods while eating in the lunchrooms, as long as you are at least 6 feet from other people, but should be worn if not eating. For the purpose of contact tracing, if an employee is less than 6 feet from another employee, contractor or member of the public for more than 1 minute, employees are required to report this contact in writing to their department management by no later than by the end of their work shift.

5. Goes through the temperature screening process by the Test Administrator or self-temperature at a self-screening attestation.
5. If the temperature registers as 100.4 degrees Fahrenheit or higher, employee shall exit the work site immediately then notifies supervisor of inability to report to work due to temperature reading.
6. If the employee registers a temperature below 100.4 degree Fahrenheit for the second time, the employee will have a third temperature reading to ensure a consistent reading.
7. If the employee registers a temperature below 100.4 for the third time, the employee shall be permitted to enter the facility and report to work.
8. If the employee registers a temperature of 100.4 degrees Fahrenheit or above for the second or third time (in cases that the second reading registered below 100.4 degrees Fahrenheit), the employee must immediately physically step outside the facility and shall not be permitted to continue entering the worksite and shall be immediately sent home to self-monitor symptoms until further notice.
9. The employee shall contact his/her

immediate supervisor via telephone or email as they will not be reporting to work due to the temperature reading.

Supervisor

10. Supervisor Notifies the HR Department of Employee of temperature reading if the temperature registers as 100.4 degrees Fahrenheit or higher and employee was sent home.

Human Resources Department

11. Takes appropriate and timely action with the employee and advises the applicable manager on appropriate steps.