

## Purpose

To protect the health of the workforce by screening workers daily as they arrive at their workstations.

## Planning Assumptions

- After accepting a disaster relief operation (DRO) assignment, the DRO Workforce section, Staff Health, or Screening Team provides workers with a reusable forehead thermometer upon request (if they do not already have one) to keep at their home or lodging location.
  - When not in use, forehead thermometers must be kept at a temperature between 68-86 degrees.
- Body temperatures fluctuate throughout a 24-hour cycle. Workers are instructed to take their own temperature, at minimum:
  - Before reporting for any shift, regardless of if they feel ill or have symptoms;
  - Ideally, more than once within a 24-hour period whenever possible.
- A screening area will be set up as close to the worksite entrance as possible, without impeding flow and safety egress, in order to screen workers prior to them filtering through any additional areas of the worksite, including restrooms and break areas, to avoid contamination of these areas.
- Screening Coordinator will have ample supply of:
  - Thermometers that are placed on the forehead to read the temperature;
    - Forehead thermometers should be kept and used indoors or in low-light areas and at a temperature range of 68-86 degrees.
  - When possible, a freestanding, non-breakable mirror for self-reading of the forehead thermometer;
  - Gloves;
  - Hand sanitizer;
  - Germicidal wipes (Lysol, Clorox, or a Clorox-solution) for sanitizing screening areas and equipment;
  - Trash basket.
- Workers assigned to the Screening roles wear gloves in addition to a mask.
- One Screener can process one responder every 3 minutes; care should be taken to maintain appropriate social distancing in the screening area.

## Roles

### **Worker:**

- Self-monitors for symptoms of COVID-19. The most common symptoms include:
  - Fever/Chills;
  - Cough;
  - Shortness of breath or difficulty breathing.
- Takes their own temperature, at minimum:
  - Before leaving their home or DRO lodging to report to their work location, every day, every shift, regardless of absence or presence of any symptoms.

- Before taking their temperature:
  - Waits 30 minutes after eating, drinking, or exercising;
  - Waits at least 6 hours after taking medications that can lower body temperature. Examples of these medications are:
    - Acetaminophen
    - Ibuprofen
    - Aspirin

**Note:** Workers will be cautioned that the medicines listed above can be found in many over-the-counter medications such as headache, pain, cold, and allergy medicines.

- Does *not* to report to their work location if their self-checked temperature exceeds 99.5 degrees or they experience any other symptoms of COVID-19;
- Stays at their lodging location and contacts Staff Health as soon as possible if their temperature exceeds 99.5 degrees or they experience any other symptoms of COVID-19;
- If all self-monitoring checks are negative, presents to designated screening area at their work location at every shift before entering any other areas of the worksite for temperature screening;
- Follows all instructions given by the Screener.

**Screening Coordinator:**

- Is appointed by and reports to AD of Workforce;
- Supervises screeners;
- Determines staffing levels of screeners;
- Determines number of screeners needed per shift;
- Ensures and maintains adequate supplies necessary for the screening process for the next 48-72 hours (at a minimum), utilizing the standard DR ordering process through Logistics;
- Promptly reports any foreseen screening supply shortfalls to the AD of Workforce;
- Coordinates with all functions to set staggered shift times to facilitate social distancing of incoming workers;
- Facilitates placement of signage and setup of screening area;
- Ensures screening area is appropriately situated to intercept workers presenting for shifts before they can filter into other areas of the workstation;
- Ensures thermometer strips are separated into individual use;
- Ensures proper disinfection of all equipment utilized during the screening process.

**Screener:**

- Is appointed by and reports to Screening Coordinator;
- Follows screening procedures for all incoming workers;
- Monitors screening area and maintains sanitary conditions;
- Is present at all worker arrival locations.

## Screening Procedures

<b>1</b>	Screener sets up screening area with 6-foot tables set lengthwise.
<b>2</b>	Screener places 6-foot markers on ground in queue area to denote where people should stand as they arrive. If multiple screening lines, all lines and tables should also be 6 feet apart.
<b>3</b>	While wearing gloves and a mask, screener separates all individual thermometer units from perforated sheets, and removes and disposes of any units that have red markings.
<b>4</b>	Screener places hand sanitizer, individual disposable thermometers, a free-standing, non-breakable mirror (when available), and a lined trash basket at the end of table closest to incoming workers.
<b>5</b>	Screener instructs worker to: <ul style="list-style-type: none"> <li>• Sanitize their hands and allow them to dry;</li> <li>• Pick up a disposable thermometer;</li> <li>• Remove and dispose of the plastic backing;</li> <li>• Place the disposable thermometer on their forehead;</li> <li>• 15 seconds after application of the thermometer, look into the mirror and report to the Screener what number and color the forehead thermometer is displaying. (Alternatively, workers can use their personal cell phone cameras to view the forehead thermometer.)</li> </ul>

<b>6</b>	Worker reports the displayed thermometer number and color, and Screener determines if the worker is ' <b>Cleared</b> ' or ' <b>Not Cleared</b> .'	
	<b>If temperature reported is &lt;= 99.5 degrees:</b>	<b>If temperature reported is &gt;99.5 degrees:</b>
	Worker is <b>Cleared</b> and proceeds to workstation.	<ul style="list-style-type: none"> <li>• Worker is <b>Not Cleared</b>.</li> <li>• Worker is sent to Staff Health or isolation care area for further assessment. <ul style="list-style-type: none"> <li>○ Staff Health area must have a room with a door to isolate worker.</li> <li>○ If worker needs further isolation, staffing works with Staff Health/Disaster Health Services to transport the worker back to their lodging. (Ride share service is best option.)</li> </ul> </li> <li>• Worker self-isolates and self-monitors for continued fever, cough, or respiratory distress.</li> </ul>
<b>7</b>	Staff Health or Disaster Health Services: <ul style="list-style-type: none"> <li>• Explains to the worker that many things can cause an increased temperature, and this does not necessarily mean they are positive for COVID-19;</li> <li>• Contacts the worker twice daily for updates for 14 days, pending notification of public health;</li> <li>• Ensures the worker is aware of when to seek immediate medical care or call 911, should symptoms become severe;</li> <li>• Assists in notifying worker's immediate supervisor that worker will not be reporting to work.</li> </ul>	

## Signage Language for Screening Area

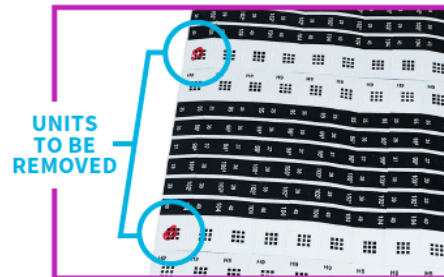
- Do not congregate
- Practice social distancing – please stay at least 6 feet away from each other
- Do not touch any items until instructed to
- Always follow screener instructions
- Do not proceed into any other areas of the worksite prior to being screened

# Directions for Using Forehead Thermometers

## EASY-TO READ, REUSABLE FOREHEAD THERMOMETERS

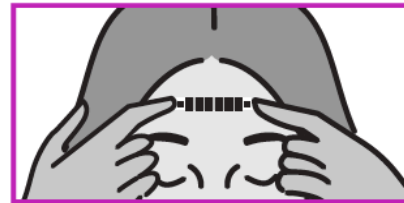
### STEP 1: QUALITY CHECK

- Separate units into individual pieces.
- Inspect each unit to ensure there are no red markings.
- Remove any units that have red markings, these can be disposed of.



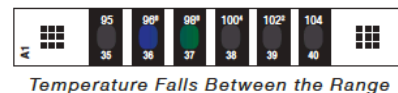
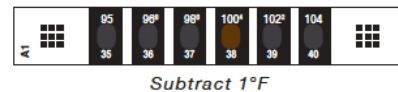
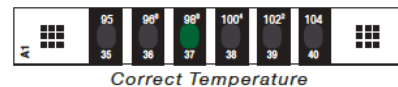
### STEP 2: USE THE THERMOMETER

- Hold thermometer at both ends, white areas, pressing firmly on dry forehead for 15 seconds.



### STEP 3: READ THERMOMETER

- Green color – correct temperature.
- If you do not see green, blue or tan colors may appear.
  - Blue color: Add 1°F
  - Tan color: Subtract 1°F
- If you see a transition from one color to the other, for example blue to green, your temperature falls between the listed temperature ranges.



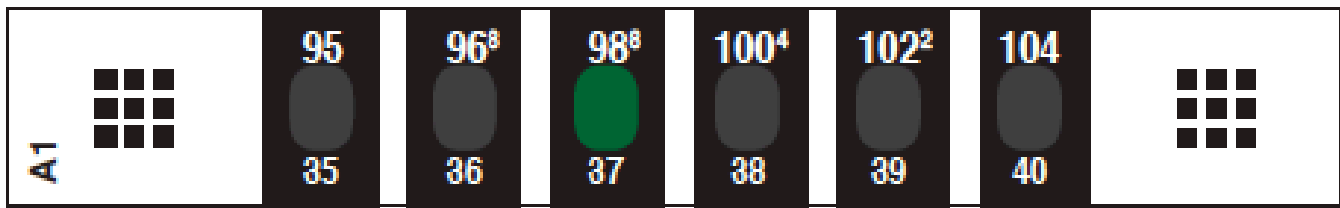
*Always consult your physician if a fever exists. The reusable thermometer may be cleaned with a soft cloth and disinfecting wipes. Can be reused for up to five years.*

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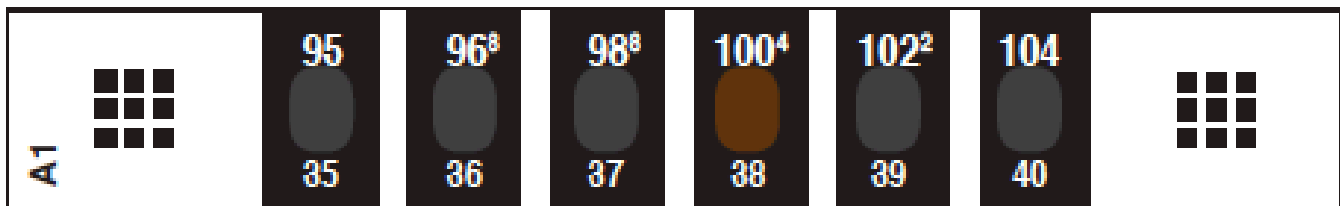
## Directions for Reading Forehead Thermometers



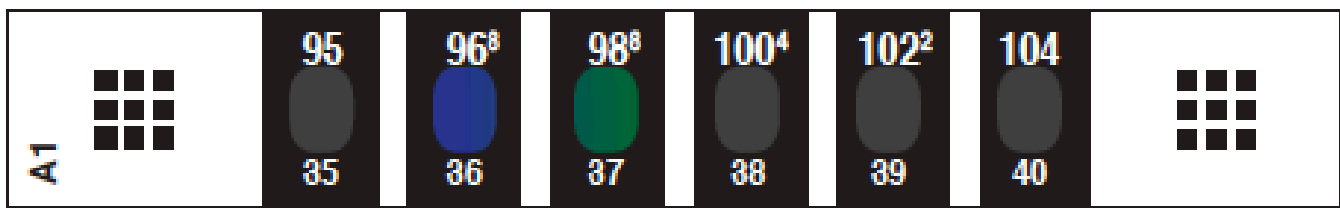
*Correct Temperature*



*Add 1°F*



*Subtract 1°F*



*Temperature Falls Between the Range*