



# Temperature Check Process

## Sample

The below information outlines a sample process employers may choose to implement to conduct temperature checks at the workplace. We encourage you to review local and state government orders, and to seek legal guidance for any protocols you choose to implement as deemed appropriate.

### Upon Employee Arrival

- Space employees apart by 6 feet while they wait.
- Employee will sign in and provide signature for consent (each day). Screener will have multiple pens available and will disinfect between each participant.

### Temperature Check and Employee Screening Guidelines

- Screener will take employees temperature via infrared thermometer.
- All employees will be asked the following questions:
  - Do you have any of the following symptoms? (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell)
  - Have you traveled within the last 14 days?
  - Have you had close contact with a confirmed/probable COVID-19 case?

#### If your employee answers YES to any of the above questions and:

- **If the employee's temperature reads over 100.4 F**, the employee will be asked to return home out of an abundance of caution.
- **If they have a fever, flu-like symptoms, shortness of breath, etc.**, the employee will be asked to seek medical attention – telehealth is the first option for immediate care.
  - **Employee will be instructed to stay home** until they are free of a fever for at least 72 hours without the use of fever-reducing or other medicine and/or any respiratory symptoms (cough and shortness of breath) have improved for at least 72 hours. The employee should contact employer prior to returning to the workplace.
  - **If an employee is diagnosed with COVID-19**, employee needs to contact their manager or human resources immediately.

### Communication and Reporting

- All participants should be provided **a flyer about COVID-19** and asked to connect with their employer/HR representative with additional questions as needed.
- The screening vendor will provide **report to employer**.



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[mma.marshmma.com/coronavirus-outbreak-resource-page](https://mma.marshmma.com/coronavirus-outbreak-resource-page).

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