

## COVID-19 – Employee Temperature Screening

NELLC has adopted the recommendation of the Center for Disease Control (CDC) to screen essential workers as they arrive at the worksite at the start of their shift. The screening will consist of taking body temperature with a non-contact thermometer as well as asking whether the employee is experiencing symptoms of COVID-19. The employee's temperature will only be used in order to confirm that the employee's temperature does not exceed the CDC guidance of >100.4, meaning that it is safe for the employee to report to work.

### Administering Screening Instructions

- Ensure that clear communication is provided to all employees in advance regarding temperature checks and related implications (e.g., being sent home).
- Temperature screenings will be conducted prior to employees reporting for work at designated temperature check stations established at the location. The stations should maintain social distancing practices by establishing multiple check stations to minimize crowding and ensure that proper instruction is provided to those employees are waiting in line for a screening (e.g., Employees will line up at least six (6) feet apart, enter the designated screening areas one at a time, employees must maintain the use of a face mask while being tested)
- The screening should be completed with a non-contact thermometer (e.g., Forehead/temporal artery/ infrared) and the administrator will utilize the proper PPE in accordance to CDC guidelines such as a face mask, gloves, and face shield and/or safety goggles.
- Employees will not be permitted to enter the workplace and report to work if their temperature is 100.4 degrees Fahrenheit or greater, based upon CDC guidelines for identifying a fever.
- Employees who refuse to be screened will not be permitted to remain at work and any such related absence, or portion thereof, may be considered unexcused. Such employees will be referred to their supervisors.
- Employees who are determined to have a fever (as defined by the CDC) may only return to work in accordance with instructions by their health care provider or public health official.
  1. *Where health care provider return to work testing cannot be performed, exclude from work until:*
    - At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
    - At least 10 days have passed *since symptoms first appeared*
- Screening administrators should also be attentive to other symptoms of COVID-19 and should inquire the following:
  1. Do you have symptoms of respiratory infection (fever, cough, shortness of breath, severe sore throat, or muscle aches)?
    - If YES, but symptoms have a known cause (asthma, COPD, chronic sinusitis, etc.), employer should contact their local clinic or the health department for guidance as to whether to send the employee home.

- If YES, or employee is otherwise symptomatic and considered at risk for COVID-19 exposure, the employee should be sent home and directed to contact their health care provider or public health official.
- 2. Have you been in close contact (e.g., within 6 feet for more than a few minutes) with a person with confirmed COVID-19 infection?
  - If YES, employee will be required to stay at home for 14 days from the time they were exposed to confirmed COVID-19 and continue to self-monitor any symptoms they might begin to experience related to COVID-19.
- After completion of the screening, the results will be recorded on the form included as appendix A.
- Park-out drivers should self-screen prior to starting their route by taking their temperature to confirm it is below 100.4 degrees and self-assessing to ensure they don't have cough, shortness of breath, severe sore throat, or muscle aches. They should confirm with dispatch they have completed the self-screening process prior to starting their route. Dispatch should record the employee self-reports on the COVID-19 Employee Screening Form.
- After the daily screening is completed follow the manufacturer's directions to disinfect the thermometer.

### **Confidentiality**

Any information received as a result of the temperature screening is subject to confidentiality requirements under the Americans with Disabilities Act (ADA) and, as such, will be handled as confidential medical information. All records and documents resulting from temperature screenings conducted on employees will be kept in maintained in confidential files separate from the respective employee's personnel file.

### **Non- Discrimination and Non-Retaliation**

Discrimination, harassment, and/or retaliation are prohibited and will not be tolerated by NELLC. NELLC prohibits any discrimination, harassment and/or retaliation by anyone in the workplace against any individual because he/she has complied with this policy, been not permitted to remain at work as a result of this policy, has filed a complaint, and/or has cooperated in a related investigation under this policy.

### **Reservation of Rights**

This policy is subject to change, as the Company continues to monitor this rapidly changing situation and guidance from CDC and EEOC.

If additional questions arise please reach out to [Coronainfo@nellc.com](mailto:Coronainfo@nellc.com)

### **Acknowledgement**

I have read and understood the procedure for screening employees for COVID 19.

**CSC:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date::** \_\_\_\_\_

