



Guidelines for Employee Temperature Checks (Updated July 30, 2020)

Self-Monitoring Prior to Reporting to Work:

1. An employee is required to self-monitor prior to reporting to work and evaluate if they have started to experience within the past 24 hours any of the following symptoms that are unrelated to an underlying medical condition:
 - a. Fever at or above 100.4°
 - b. Chills
 - c. Shortness of breath
 - d. Fatigue
 - e. Muscle or body aches
 - f. New loss of taste or smell
 - g. Sore throat
 - h. Congestion or running nose
 - i. Nausea
 - j. Vomiting
2. If an employee is experiencing any of the above symptoms, they should:
 - a. Notify their supervisor that they are exhibiting some symptoms potentially related to COVID-19.
 - b. Discuss telework options for their scheduled work hours if available.
3. If the employee is unable to telework, they may use COVID-19 leave if eligible for the first day of symptoms. If the employee is ineligible for COVID-19 leave, then the employee will use their sick leave, or other accrued leave, in that order. If the employee does not have any accrued leave, the employee will be in a Leave without Pay (LWOP) status. The employee should contact their Human Resources (HR) liaison and is encouraged to seek medical attention regarding their symptoms.
4. An employee returning to work one work day after exhibiting symptoms with no further symptoms is not required to have a note from a medical provider.
5. If the employee continues to experience symptoms and is unable to work on subsequent days, the employee must use their sick leave or other accrued leave, in that order, until documentation from a medical provider states the symptoms and/or reason for absence is related to COVID-19. If the employee does not have any accrued leave, the employee will be in a LWOP status. At the time the employee submits medical documentation qualifying them for COVID-19 leave, the employee's leave balance(s) will be restored for the relevant days and be replaced by COVID-19 leave. If the employee was in a LWOP status for work hours eligible for COVID-19 leave, COVID-19 leave will be applied.
6. The employee must notify their supervisor and provide documentation to their HR liaison if they have been directed not to work for COVID-19 related reasons to determine eligibility for COVID-19 leave.
7. An employee who is exhibiting symptoms and does not work for two or more days must present a return to work note from a medical provider.



Temperature Checks at City Facilities:

1. All employees are required to take their temperature when entering their departmental work area in a City facility using their personal thermometer or the thermometer provided by the City. Employee temperatures will not be recorded.
2. Departments are responsible for identifying a designated area for taking temperatures close to the office entrance that doesn't impede entry and exit from the office as well as a safe "holding area" in or in close proximity to the office (i.e. building lobby). A member of department management should be present, while practicing appropriate distancing, to observe employees as they take their temperatures.
3. Instructions for using thermometer along with supplies to clean the City issued thermometer before and after use will be available. **Note: Spray disinfectant solution on the paper towel to clean the thermometer. Do not spray the disinfectant solution directly on the thermometer. Disinfectant wipes may also be used.**
4. Time waiting to take and/or retake temperatures is compensable. Non-exempt employees should punch in at a time clock prior to their temperature checks. If non-exempt employee is unable to punch, the supervisor is responsible for entering the punch.
5. If the employee's temperature is 100.4° or higher, they should notify the observing manager in the office and then report to the designated holding area for approximately 20-30 minutes before re-checking their temperature. If the employee's temperature is still at 100.4° or higher, they should:
 - a. Notify the supervisor and leave the workplace.
 - b. Discuss telework options for the day if available.
 - c. Employees are encouraged to seek medical attention regarding their fever.
8. If the employee is unable to telework, they may use COVID-19 leave if eligible for the remainder of their shift. If the employee is ineligible for COVID-19 leave, then the employee will use their sick leave, or other accrued leave, in that order. If the employee does not have any accrued leave, the employee will be in a LWOP status for the remainder of their shift.
9. If the employee continues to experience symptoms and is unable to work on subsequent days, the employee must use their sick leave, or other accrued leave, in that order until documentation from a medical provider states the symptoms and/or reason for absence is related to COVID-19. If the employee does not have any accrued leave, the employee will be in a LWOP status.
10. The employee must notify their supervisor and provide documentation to their HR liaison if they have been directed not to work for COVID-19 related reasons to determine eligibility for COVID-19 leave. If the employee is ineligible for COVID-19 leave, then the employee will use their sick leave, or other accrued leave, in that order. If the employee does not have any accrued leave, the employee will be in a LWOP status.
11. Any employee who continues to exhibit symptoms after going home and is unable to work on subsequent days due to ongoing symptoms must present a return to work note from a medical provider.

Departments who have already implemented temperature check procedures may continue with their current process as determined by the department head.