MCAA

Mechanical Contractors Association of America

COVID-19: Temperature and Symptom Screener Training

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Instructor Notes

Slide 1: COVID-19 Temperature and Symptom Screener Training

- Welcome the trainees and introduce yourself

- Introduce the topic

  o Today's training session is on how to properly screen individuals for symptoms of COVID-19. Please keep in mind throughout the training session that some states and localities have requirements that differ from the CDC COVID-19 guidelines.

  o *An example would be the designated body temperature that prompts excluding an individual from the worksite. The CDC guidelines support using 100.4°F or higher to exclude individuals. However, in some localities the temperature requirement for excluding individuals is considerably lower.*

  o *Another example would be the length of time required to quarantine. For example, if an individual has a fever at or above 100.4°F and has been in recent contact with someone who tested positive for COVID-19, the CDC guidelines support a 14-day quarantine. However, in some localities the quarantine period may be longer.*

- Also, in some places, such as California, you may need more documentation than a simple Temperature Check Log.

- Before you begin to perform COVID-19 screening, make sure you know what is required in each of your specific screening locations.

Note: Provide the trainees with the names and cell phone numbers of the designated supervisors (i.e. COVID-19 Response Team Member, Project Manager, Office Manager, etc.) at each location where they will be performing screening.

Slide 2: Why We Screen for COVID-19

- Screening for COVID-19 can help us identify symptoms of the virus in our workers, and other affected individuals who could potentially spread the virus. The bottom line is that if we know someone has symptoms, we can take action to help prevent the spread of the virus.

- Screening does not provide definitive results. For example, fever and cough are two of the many COVID-19 symptoms. However, someone who has not contracted COVID-19 could still have a fever and a cough caused by some other pathogen.

- Only appropriate medical testing can determine whether an individual has or had COVID-19.

Slide 3: Who Will Be Screened?

- Every company employee, and every individual affiliated with the company will be subject to a temperature check each time he or she enters the worksite for the day.

- Make sure you establish a method to indicate which employees have already had their temperature checked for the day. For example, use colored wristbands to identify the individuals who had their temperature taken on a given day and change to a different color band each subsequent day.

Slide 4: What Are We Screening to Find?

- We are screening to identify individuals with symptoms associated with COVID-19, such as:

  - Fever

    CDC guidelines advise using a body temperature of 100.4° F or higher as the criteria for potential COVID-19 infections.

    However, for some localities the body temperature criteria for potential COVID-19 infection is lower. For example, New Hampshire was, and still may be requiring that all individuals who are permitted to gain access to the workplace have a body temperature no higher than 100.0° F.

    Certain cities, counties, and other localities also have lower body temperature criteria. For example, in Tarrant County, Texas, screening was, and still may be required for entry into any city building, and anyone with a body temperature of 99.6° F or higher was, and still may be asked to leave and contact a healthcare provider.

  - Cough

  - Shortness of breath or difficulty breathing

- o Fatigue

- o Muscle or body aches

- o Headache

- o New loss of taste or smell

- o Sore throat

- o Congestion or runny nose

- o Nausea or vomiting

- o Diarrhea

Slide 5: COVID-19 Screening Methods

- We will use two methods to perform our screening.

    1. Questions Regarding COVID-19 Symptoms; and

    2. Body Temperature Checks.

Slide 6: Three Criteria for Exclusion from Premises

1. Anyone who answers yes to one or more of the screening questions must be excluded from the premises.

   Question #1: Within the last 14 days, have you been in close contact with anyone who has been diagnosed as infected with, or is being screened or monitored for, COVID-19?

   > Yes, to Question #1 – The individual must self-quarantine away from work for 14 days.

   Question #2: Within the last 14 days, have you been in close contact with anyone who has been advised to self-quarantine by a healthcare provider?

   > Yes, to Question #2 – The individual must self-quarantine away from work for 14 days.

Question #3: Have you tested positive for COVID-19 or been diagnosed as COVID-19 positive by a healthcare provider?

> Yes, to Question #3 – The individual may not report to work and should seek medical care. Our company will assess a return to work strategy based on the medical diagnosis.

Question #4: Are you currently experiencing symptoms of COVID-19, which include, but are not limited to, fever or chills, cough, shortness of breath or difficulty breathing, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea?

> Yes, to Question #4 – The individual may not report to work and should seek medical care. Our company will assess a return to work strategy based on the medical diagnosis.

2. Anyone who registers a fever at or above the body temperature criteria established by the authorities with jurisdiction in our specific geographic locations must be excluded from the worksite. The CDC guidelines advise using 100.4° F as the body temperature criteria trigger for COVID-19. However, carefully check the criteria for the specific geographic areas where you will be checking temperatures to ensure that our company complies with all local COVID-19 temperature check requirements.

3. Anyone who refuses to allow a temperature check must be excluded from the worksite.

Slide 7: Proper Exclusion Procedures

Note: Have at least one copy of each of the Notice of Denial of Entry forms to hand out/pass around during this discussion. If the training is virtual, send each trainee a copy of the documents ahead of time in PDF form (see last few pages of this document for sample forms).

- When you come across individuals who must be excluded, simply state, "I'm sorry, but you cannot enter the worksite at this time."

- If they are a company employee, provide them with a copy of the *Notice of Denial of Entry to Company Worksites (Employee)*.

- If they are not a company employee, provide them with a copy of the *Notice of Denial of Entry to Company Worksites (Non-Employee)*.

- Be sure to confidentially record in the Temperature Check Log that the individual's body temperature was at, or above the established body temperature criteria.

- Never record the actual body temperature unless it is required by local law.

- Do not record anything when the body temperature is below the established body temperature criteria at your location.

Slide 8: Handling Those Who Refuse to Have Their Temperature Checked

- Simply state, "I am sorry, but you cannot enter the worksite unless you agree to have your temperature checked." If the individual attempts to enter anyway, do not try to restrain him or her. Instead, immediately contact the designated worksite COVID-19 supervisor (i.e. the COVID-19 Response Team Member, Project Manager, Office Manager, etc.) and provide the name (if known) and a description of the person who has entered or attempted to enter the facility without being checked.

- The designated COVID-19 supervisor should be aware of his or her role and should be in proximity to the temperature check station standing by when temperature checks are being performed.

Slide 9: Escalating Issues That Arise During Temperature Checks

- If an individual disputes the temperature check results, or otherwise tries to engage with you, DO NOT ENGAGE! Escalate the matter to the designated COVID-19 supervisor (i.e. the COVID-19 Response Team Member, Project Manager, Office Manager, etc.).

- Simply state, "One of our response team members (or supervisor) will discuss the results with you," and direct the individual out of the line. Provide him or her with the response team member's mobile phone number. Continue with the temperature check process.

Slide 10: Designated Temperature Check Locations

- As soon as you arrive at the worksite, check with the designated supervisor to determine where your temperature check location will be established. It is best if it is set up just outside the entrance

- When feasible, set your temperature check location up so that you can ensure confidentiality. For example, a walk-in wall tent set up just outside the entrance, allowing only one person at a time inside with you, is ideal.

- Keep others far enough away, so that they cannot see the thermometer or thermal scanner, cannot hear your conversations with other individuals being checked, and are properly social distanced from others.

Slide 11: Symptom Screening

- To perform the initial screening for COVID-19, ask the following four questions:

  o **Question #1:** Within the last 14 days, have you been in close contact with anyone who has been diagnosed as infected with, or is being screened or monitored for, COVID-19?

  o **Question #2:** Within the last 14 days, have you been in close contact with anyone who has been advised to self-quarantine by a healthcare provider?

  o **Question #3:** Have you tested positive for COVID-19 or been diagnosed as COVID-19 positive by a healthcare provider?

  o **Question #4:** Are you currently experiencing symptoms of COVID-19, which include, but are not limited to, fever or chills, cough, shortness of breath or difficulty breathing, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea?

Slide 12: Temperature Checks – Protecting Yourself & Those You Are Checking

Note: Be sure to bring at least one of each personal protective equipment (PPE) item listed below with you to each training session. Demonstrate how to properly don each piece of equipment. Some of the protective equipment manufacturers have short video clips that can be used for this purpose.

- To help protect yourself and those you are checking from contracting the virus while you are checking temperatures, you are required to wear, at a minimum:

  o A cloth face covering or surgical mask;
  o Safety glasses;
  o A face shield;

- o Latex gloves; and
- o An apron or smock.

- You must wear all required PPE <u>before</u> checking anyone's temperature.

- Do not touch your face under the mask or protective eyewear while you are wearing the PPE.

- Do not take off your PPE until your temperature checking responsibilities have been completed.

- Do not throw away any used PPE in a regular trash bin. Use only the trash bin that has been specially marked for discarding PPE.

- If you must take a restroom break, take off and discard your PPE in the PPE trash bin. After doing so, do not touch your face and immediately wash your hands with soap and water, or apply hand sanitizer if a sink is not readily accessible. Put on a new set of PPE when you return and before you continue taking anyone's temperature.

- At the end of your shift, wash your hands thoroughly with soap before touching your face and returning to your normal duties.

Slide 13: Non-Contact Thermometers

<u>Note</u>: Carefully read the thermometer manufacturer's instructions to prepare for this section.

<u>Note</u>: Bring at least one of the thermometers that the trainees will be using with you to the training session. Introduce the device to the trainees by holding it up where they can see it, and briefly describe it to them.

- To help protect you from contracting COVID-19 while performing temperature checks, the instruments you will be using are non-contact instruments.

- They are also referred to as infrared thermometers. They infer body temperatures from thermal radiation.

Slide 14: Proper Thermometer Use

- Properly calibrate the thermometers or thermal scanners that you will be using at the start of each business day.

Note: Provide a copy of the thermometer manufacturer's instructions to each trainee. If the training is virtual, send each trainee a copy of the instructions ahead of time.

Note: Demonstrate how to properly calibrate the thermometers that the trainees will be using.

Note: Describe and demonstrate how to take accurate body temperatures with the thermometers based on the manufacturer's instructions.

- As the checks are being conducted, regularly sanitize, and otherwise properly maintain the thermometers.

Note: Demonstrate how to properly sanitize and maintain the thermometers based on the manufacturer's instructions.

- You will be provided with a spare thermometer or thermal scanner in case the one you are using malfunctions.

- Be sure to clear the digital numbers on the thermometer between scans.

- Make sure you have everything you need to sterilize the thermometers in case there is inadvertent contact with an individual and the device.

- Report any malfunctioning of a thermometer immediately, so that it may be replaced without delay to the temperature checking process.

Slide 15: Proper Thermometer Care & Storage

Note: Describe how to properly care for and store the thermometers based on the manufacturer's instructions.

- Securely store thermometers and temperature scanners when not in use to prevent unauthorized modifications, tampering, or mis-calibration.

Note: Describe how and where to properly secure thermometers.

Slide 16: Temperature Check Results Documentation

Note: Create a Temperature Check Log while preparing for the Temperature and Symptom Screener Training class. Make one or more copies of a sample log (no names or temperatures shown) and hand it out to attendees. If the training is virtual, send each trainee a copy of the document ahead of time in PDF form.

- Record information in the Temperature Check Log only when an individual has a body temperature that is at, or above the body temperature criteria established for your specific geographic location. Never record the actual temperature unless local law requires it. When it is not required by local law, it is best to record only that the temperature was at, or above the established trigger temperature. The CDC guidelines advise using 100.4° F as the body temperature criteria trigger for COVID-19. However, carefully check the criteria for each specific geographic location where you will be performing temperature checks to ensure that our company complies with all local COVID-19 temperature check requirements.

- <u>DO NOT</u> record temperatures below the body temperature criteria established for the geographic location where you are checking temperatures. In most cases, that means you will not record temperatures below 100.4° F but be sure to check the local requirements.

- The Temperature Check Log, all other temperature check report forms if applicable, and the results of the temperature checks are considered confidential medical information, and therefore, must be kept strictly confidential. You are prohibited from disclosing information regarding the temperature checks and the results, including the identity of any individual and his/her temperature, to anyone except the designated individuals on the COVID-19 Response Team and the legal team.

- At the end of the temperature checking process, sign, and date the Temperature Check Log at the bottom of each page. At the end of each shift, deliver the completed log to the designated COVID-19 Response Team member.

Slide 17: Questions

Notice of Denial of Entry to Company Facilities (Employee)

Employee Name: _____Date: _____

[**Insert name of company**] (the "Company) is taking steps to protect the health and safety of our employees in response to the novel coronavirus (COVID-19) pandemic. These steps include, for example, (a) temperature checks of all individuals entering Company premises, and (b) exclusion from the Company's premises of any individual who registers a body temperature of 100.4°F or higher.

You are receiving this notice because the temperature check revealed that your temperature equaled or exceeded 100.4°F. **Because this temperature suggests that you may be experiencing symptoms of COVID-19 infection, you have been denied entry to the Company's premises.**

Please carefully review the following for steps you should consider taking to protect your own health and the health of those around you, and for more information concerning your temporary exclusion from the Company's premises:

1. <u>Self-Quarantine</u>: As a result of your temperature check results, you must self-quarantine. Please apply the appropriate quarantine period below:

   - <u>Close Contact</u>: If you have been in close contact with another person who has tested positive for, or has otherwise been diagnosed with, COVID-19, you should (a) self-quarantine for a period of at least 14 days from your last contact with that person, and (b) continue to monitor yourself for further symptoms (including daily temperature checks) of COVID-19. Symptoms of COVID-19 can include fever or chills, cough, shortness of breath or difficulty breathing, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. You should continue to self-quarantine until you are completely free of symptoms or until a health care professional advises you that it is not necessary to self-quarantine.

   - <u>No Close Contact</u>: If you have <u>not</u> been in close contact with another person who has tested positive for, or has otherwise been diagnosed with, COVID-19, you should self-quarantine until you have 72 hours without fever <u>and</u> without fever-suppressing medication or a minimum of 10 days from the first day that you registered a temperature that equaled or exceed 100.4 °F. Please note that if during this time you test positive for, or otherwise are diagnosed with, COVID-19, you must self-quarantine for 14 days from the data of the test result or the diagnosis.

- For more information about symptoms of COVID-19 and what to do in response, please visit the Centers for Disease Control and Prevention's website at: https://www.cdc.gov/coronavirus/2019ncov/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2Findex.html.

2. <u>Seek Medical Attention If Necessary</u>: If your symptoms worsen, if you have been in close contact with a person suspected or known to have COVID-19, or you otherwise think you need medical attention, please consider consulting with a health care professional.

3. <u>Attendance And Pay While Quarantined</u>: Please contact [**insert name**] at [**insert e-mail address and phone number**] for information about the Company's policies on work from home, leave, and pay during leave related to the self-quarantine period and days of work missed because of COVID-19 infection.

4. <u>Company Benefits</u>: Participants in the Company's health benefits plans should take advantage of those benefits as applicable. For more information about available benefits, please visit the benefits page on our corporate intranet.

5. <u>Notify the Company if You Are Infected</u>: If a health care professional determines that you have COVID-19, or if you receive a positive test result, please notify HR immediately. Prompt notification will allow the Company to ensure that others who have recently had close contact with you are promptly notified, so they can take appropriate action to protect their health and the Company can take appropriate action to reduce the risk of contagion. Your identity will not be disclosed to other employees unless you specifically provide written consent for the Company to share your identity with potentially infected individuals. The Company may submit your name to relevant public health authorities in connection with its response to the COVID-19 pandemic.

6. <u>Contesting Exclusion Decision</u>: If you have reason to believe the temperature check results were inaccurate, or otherwise believe you should not have been denied entry into the Company's premises, please contact the [Insert job title], at [Insert relevant contact information] to discuss the situation further.

Sample Exclusion Notice – Non-Employees

<u>Notice of Denial of Entry to Company Facilities (Non-Employee)</u>

Issued to: _____   Date: _____

The Company is taking steps to protect the health and safety of our employees in response to the coronavirus (COVID-19) pandemic. These steps include (a) temperature checks of all individuals entering Company premises, and (b) exclusion from the Company's premises of any individual who registers a body temperature of 100.4°F or higher.

You are receiving this notice because the temperature check revealed that your temperature equaled or exceeded 100.4°F. **Because this temperature suggests that you may be experiencing symptoms of COVID-19 infection, you have been denied entry to the Company's premises.**

Please consider taking these steps to protect yourself and those around you:

1. **Inform Your Employer**: If you are currently employed, you should consider informing your employer that you may be experiencing symptoms of COVID-19.

2. **Self-Quarantine:** You should consider a self-quarantine in accordance with guidance issued by the Centers for Disease Control and Prevention (CDC) and your local public health authority. For more information about COVID-19, please visit the CDC's website at: https://www.cdc.gov/coronavirus/2019-ncov/symptoms testing/index.html.

3. **Seek Medical Attention if Necessary:** If your symptoms worsen, if you have been in close contact with a person suspected or known to have COVID-19, or you otherwise think you need medical attention, please consider consulting with your health care provider.