

COVID-19 Building Health Screenings

The health and safety of City of Memphis' employees, their families, third-party contractors, and the community is a top priority. In accordance with the Phase 2 of the Back to Business plan, the City of Memphis is taking active measures to ensure it is maintaining a safe and healthy environment for those entering City of Memphis' facilities. In that regard, the implementation of health screening questions and body temperature checks to gain entry to city of Memphis' facilities will begin on June 1, 2020. This document is intended to provide guidance on how to conduct screening questions and body temperature checks.

SCOPE:

All city of Memphis facilities are required to implement temperature screening of all employees, visitors, third-party contractors and other individuals in accordance with this guidance, unless prohibited by local law or an applicable labor agreement. If this guidance conflicts with local law, facility leaders shall consult with the Health and Safety office to explore potential adjustments or alternatives.

GUIDANCE:

Testing is Mandatory for Entry

Screening shall be made mandatory for all individuals before entering the facility. Employees and third-party contractors who refuse to undergo temperature screening shall be denied entrance.

Who Performs Site Entry Screens

Screenings should be conducted by representatives of the Health and Safety offices or other trained personnel.

Training and Equipment

All Screeners shall be trained on transmission risks and preventative measures associated with COVID-19 and other relevant communicable illnesses and shall be provided Personnel Protective Equipment (PPE) that enables them to perform temperature screening safely.

The temperature check shall be conducted with an infrared thermometer when available. If infrared thermometers are not available, temporal thermometers may be used. Before using approved equipment, the Screener shall ensure it is cleaned and calibrated for safe and effective use according to equipment manufacturer instructions.

Facility Entry Screen Content and Protocol

Facility Entry Screens shall, at a minimum, consist of symptom & travel screening questions. Site Entry Screens shall also consist of body temperature checks when appropriate equipment and PPE is available. Sites may adopt local procedures to account for unique characteristics and needs such as designating entrances, printing one-day security passes for individuals who pass screenings, etc. so long as the local procedures are within the parameters established by this guidance.

Site Entry Screens shall be conducted according to the following protocol.

Health Questionnaire

1. Symptoms Check

Individuals will be asked the following questions. The CDC has updated its list of COVID-19 symptoms, so individuals will be asked about a broad range of possible symptoms. The combination in which they are experiencing these symptoms will determine whether they are granted site entry or not. Providing false or misleading answers may lead to disciplinary action up to and including the termination of employment.

1. Are you experiencing COVID-19 related symptoms (The symptom list will be posted in the screening area)

If Yes, the screener will give the employee Document "A" and check Symptoms. If No, the employee will proceed to temperature screening station.

2. Within the last 14 days, have you come into close contact with someone who has been diagnosed with a laboratory confirmed COVID-19 result? If Yes, the screener will give the employee Document "A" and check High Risk Exposure. If No, the employee will proceed to temperature screening station.

3. Within the last 14 days have you traveled outside of Shelby County? If Yes, the employee will be referred to a Health & Safety representative. If No, the employee will proceed to temperature screening station.

2. Body Temperature Check

Temperature checks shall be conducted as follows:

An appropriately trained and equipped Screener shall conduct a temperature reading of all individuals before they are permitted to enter the site to ensure the individual's body temperature is below 100.4 degrees Fahrenheit (38 degrees Celsius).

If a temperature is confirmed to be below 100.4 degrees Fahrenheit (38 degrees Celsius), the individual is given a daily sticker for badge and is granted access into the facility.

If a temperature is greater than or equal to 100.4 degrees Fahrenheit (38 degrees Celsius), the Screener shall deny facility entrance, log the employee's name, division and supervisor; give the individual a mask and Document "A" (check elevated temp) and contact the Division representative.

Screeners should be diligent in the use of appropriate PPE and hygiene practices. Handwashing or use of hand sanitizer (at least 60% alcohol) is required at least hourly or as needed when Screeners encounter an individual's personal items (such as ID/access badges).

Data Privacy, Confidentiality, and Recordkeeping

The sole purpose of conducting Facility Entry Screens is to reduce the likelihood of individuals who have contracted COVID-19 from entering the site and potentially placing others at risk of exposure. Sites shall not maintain any record of responses to Site Entry Screen questions or temperature readings but rather shall forward information concerning failures to the Division's HR liaison.

Screening PPE Supplies

- Temporal thermometer or Infrared thermometer
- Alcohol swabs
- Hypoallergenic gloves (nitrile)
- Disposable gown
- Surgical mask for screener
- Additional surgical or cloth masks
- Lysol wipes for daily surface cleaning (pre/post and between shifts)

For questions please contact memphishr@memphistn.gov.