

Protocol for Screening City Employee Temperatures

To prevent the spread of COVID-19 in the workplace, the following protocol has been put in place to screen City employees.

1. Each employee should have their temperature checked at the start of their shift in a private area away from the other employees.
2. All employees must don a mask and sanitize their hands PRIOR to use of any temperature scanning instruments.
3. The temperature should be recorded on the Employee Monitoring Log, daily.
4. Temporal scanners will be used when taking temperatures. Employees should take a second reading only in the case of temperatures at or above 100.4.
5. If the employee has a fever at or above 100.4 degrees Fahrenheit (with confirmation of a second scan), the employee should be sent home immediately and should contact their health care provider for recommendations.
6. The employee's immediate supervisor should be notified that the employee was sent home. If necessary, supervisors with employment and leave guidance may call or email (HR@bridgeportct.gov) the Office of Labor Relations.
7. The Communicable Disease Division of the Health Department should be notified (tele# 203-576-7468) if any employee was sent home, advised to self-quarantine by their health care provider, and/or tests positive for COVID-19 positive.
8. If the employee has been advised to self-isolate by their health care provider, they should not return to work until medically cleared. Medical clearance shall include a "doctor's note" which confirms that the employee is medically cleared to return, not contagious, and not a risk to themselves or others.

COVID-19 Self Care Equipment Strategy

Equipment:

- Thermometers must be calibrated every 4-8 weeks.
- Keep an active log when the thermometer was last calibrated, or batteries were changed.
- Keep an active inventory of the quantity of probe covers or batteries.
- Keep at least 200 probe covers on hand to account for supply chain shortages, if necessary.

Using the Thermometer:

- Turn the thermometer on by pressing the purple/blue trigger on the handle then, releasing the trigger.
- To read the digital thermometer in Fahrenheit, press "Mode" once on the right side of the thermometer.

- Face the thermometer distance as required per manufacture directions from forehead and press & hold the trigger for a full 3 second and listen for a beep.
- Turn the thermometer around, read, and record the numbers you see.
- If necessary, a supervisor will monitor employees while temperatures are taken for each employee.