



Newtown Township Policy

Title: TEMPERATURE MONITORING DURING THE COVID-19 PANDEMIC

Policy: 2020-01	Replaces:	Issue Date: July 10, 2020
Section: ADMINISTRATIVE	Distribution: STAFF	Effective Date: July 13, 2020
Chapter:	Issued By: Township Manager	Review Date: Anytime

Purpose:

The adoption of this policy is intended to ensure the health and safety of all employees in the Township Administration Office and the Public Works department in response to the Coronavirus (COVID-19) pandemic. One of the initial symptoms of the Coronavirus (COVID-19) is an elevated temperature. This policy will describe the daily procedure for each employee to log their respective temperature with a scanning thermometer and follow up with an oral thermometer if need should arise.

Definitions:

Coronavirus (COVID-19): a serious virus that has spread worldwide that primarily effects the lungs; causing serious illness and in some cases fatalities.

Temporal Scanner: hand held scanning thermometer which will be place 5 centimeters from an individual's forehead in order to read a body temperature.

Oral Thermometer: a thermometer placed under an individual's tongue for an accurate Intra oral temperature reading.

Temperature Record Sheet: this is the document where daily temperatures will be recorded. This provided spreadsheet will be signed and turned into the HR Coordinator or Public Works Director at the end of each week.

Policy:

All Administrative and Public Works employees will take their temperatures with the temporal scanner and record this temperature on the provided spreadsheet at the beginning of each shift/work day. If the employee's temperature exceeds 100.4 degrees, this employee shall immediately notify their supervisor and the HR coordinator. If after a second reading in excess of 100.4 degrees the employee will be immediately directed to return home and monitor themselves for additional symptoms. A 14 day quarantine period may be required before the employee can return to work should symptoms progress. In order to return to work the employee must have three days without running a temperature of 100.4 or above and/or test negative for COVID-19.

Procedures:

Every employee will take their temperature with the temporal scanner at the beginning of each shift/work day upon entering the building. This will be done utilizing the temporal scanning thermometer which is located at the rear entrance to the Administration office for the Administrative staff and prior to the daily morning Public Works staff meeting. After the temperature is taken, the scanner should be wiped off with a provided sanitizing wipe which will then be thrown away in the provided trash receptacle in that recording area. The employee should immediately go to their respective desk and log the temperature on the provided Temperature Record Sheet. If the temperature reading is above 100.4 the employee should notify their Supervisor and temporarily, sit the small conference room and wait 15 minutes and retake the temperature using the temporal thermometer. If the employee has second elevated reading of 100.4 or above, the employee should retake their temperature immediately with an oral thermometer. If the oral thermometer also records a body temperature above 100.4 or higher, this employee shall immediately notify their supervisor and the HR coordinator. The employee will immediately be directed to return home and monitor themselves for additional symptoms. A 14 day quarantine period may be required before the employee can return to work should symptoms progress.

If the oral thermometer is use it should be cleaned by the Supervisor wearing disposable gloves and alcohol wipes before being returned to its case.

At the end of each week the spreadsheet should be signed by the employee and returned to their respective manager who will then forward their department's sheets to the Human Resources Coordinator.

Responsibilities:

Employee: Shall daily take their temporal temperature upon arriving at work and accurately record their daily temperature. Shall report to their supervisor or HR Coordinator any temperature greater than 100.4 degrees.

HR Coordinator: Shall distribute temperature record sheets to all non-uniform employees. Shall review all temperature sheets each week for compliance. In addition, shall review the readings on the Temporal Thermometer to insure accuracy.

Public Works Director: Shall review all temperature sheets each week for compliance. In addition, shall review the readings on the Temporal Thermometer to insure accuracy for all employees in the Public Works Department. Upon review the Director should turn in his department's records each week to the HR Coordinator.