



535 Grand Avenue, Grand Junction, CO 81501
PO Box 1449, Grand Junction, CO 81502
970-243-7789 ♦ www.lighthousehrs.net

(COMPANY NAME)
COVID-19
Mitigating Exposure with Employee Temperature Checks

PURPOSE

(Company) remains committed to the safety and well-being of all of our employees, customers, vendors, and visitors. During the COVID-19 pandemic, (Company) may implement temporary health checks (checking temperatures) to mitigate exposure to the virus per the Center for Disease Control recommendations found at <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf>.

POLICY (option 1)

Prior to reporting to work, employees are required to take their temperature. If an employee has a temperature of 100.4 F or higher, they will be required to stay home until they are free of fever (100.4° F or greater using an oral thermometer), signs of a fever, and any other symptoms (listed below) for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees will be required to follow the notification of absence policies.

All data collected will be treated as confidential medical information in accordance with ADA (Americans with Disabilities Act). Information will be shared with members of management based on a “need to know” basis in accordance with HIPAA (Health Information Portability and Accountability Act).

POLICY (option 2)

Upon arriving at work, employees’ temperatures will be checked using a non-evasive method (e.g. forehead thermometer). If an employee has a temperature of 100.4 F or higher, they will be required to stay home until they are free of fever (100.4° F or greater using an oral thermometer), signs of a fever, and any other symptoms (listed below) for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees will be required to follow the notification of absence policies.

All data collected will be treated as confidential medical information in accordance with ADA (Americans with Disabilities Act). Information will be shared with members of management based on a “need to know” basis in accordance with HIPAA (Health Information Portability and Accountability Act).

GENERAL COVID-19 SYMPTOMS

The following is a list of general symptoms related to the COVID-19 virus:

- Fever (100.4° F or greater)
- Cough
- Shortness of breath (increased)
- Tiredness (increased)



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PROCEDURE for Option 1

1. Prior to reporting to the workplace, employee will take their temperature.
2. If the temperature is less than 100.4° F, the employee will report for work.
3. If the temperature is greater than 100.4° F, the employee will stay home and report to their supervisor.
4. If the employee stays home, they will not be allowed to return to work until they are free of fever (100.4° F or greater using an oral thermometer), signs of a fever, and any other symptoms (listed below) for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
5. If the employee must stay home, they are required to follow the notification of absence policies.
6. All records of data collected will be kept confidential and placed in the employee's medical personnel file.
7. Only supervisors with a need to know will be notified of results.

PROCEDURE for Option 2

8. Prior to entering the workplace, employee will report to (private area for testing).
9. The employee will utilize sanitized thermometer to take their own temperature.
10. The employee will show the temperature to the supervisor designated.
11. The supervisor will determine if the temperature is less than 100.4° F.
 - a. If the temperature is less than 100.4° F, the employee will be cleared for work.
 - b. If the temperature is greater than 100.4° F, the employee will be sent home.
12. If the employee is sent home, they will not be allowed to return to work until they are free of fever (100.4° F or greater using an oral thermometer), signs of a fever, and any other symptoms (listed below) for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
13. If the employee must stay home, they are required to follow the notification of absence policies.
14. All records of data collected will be kept confidential and placed in the employee's medical personnel file.
15. Only supervisors with a need to know will be notified of results.

Disclaimer:

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