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Title: OSH-ISH-QTG-030 Quick Take Guide Verbal Screening and Temperature Check Protocol

Author(s): Siegel, Dina Mary
Pasqualoni, Sara Elizabeth

Intended for: put on green network for employees and subcontractors

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Verbal Screening and Temperature Check Protocol

Scope: LANL has required that managers perform verbal screening and temperature checks for all workers that need to perform work activities that do not allow for observance of the 6-ft CDC social distancing recommendation. The verbal screening and temperature checks are intended to be implemented prior to the start of planned work where social distancing cannot be maintained (6-ft. or less) and as part of the pre-job brief by the First Line Manager (FLM), Person-In-Charge (PIC), or ALD Designee who is responsible for the work activity.

Note: **These mandatory screening checks are critically important to protect the workforce during the pandemic and employees must fully cooperate. Any employee refusing to cooperate with the screening checks will be sent home, required to take leave without pay, and be referred to Laboratory Employee Relations (non-craft) or Labor Relations (craft).**

I. Process

The verbal screening and temperature check process will be owned and managed by each ALD and their respective RLMs to address, at a minimum, the following:

1. Determining staff that will be performing verbal screening and temperature checks (referred to as the "Screener").
2. Determining how/when/where to take the temperature of their employees.
3. Using the non-contact thermometers safely and professionally.
4. Keeping track of and maintaining the non-contact thermometers in a secure location.
5. Replacing any lost or broken non-contact thermometers.

II. Training

The LANL SOMD and Biosafety Officer have developed a briefing that consists of a video that covers the following topics:

1. Importance and purpose of screening employees.
2. When to take temperature checks.
3. How to use the non-contact thermometer to take temperature checks.
4. What do the readings mean and actions to take.

Note: Each thermometer contains instructions on the package insert.

III. Obtaining Necessary Supplies for Temperature Checks

1. Bring your cost codes or work order to the TA-60 warehouse and purchase your non-contact thermometer.
2. Make sure you have fresh AAA batteries to insert in the non-contact thermometer.

IV. Verbal Screening

1. Prior to conducting the normal pre-job briefing, the Screener will ask each worker individually the following questions related to COVID-19 symptoms and contact with COVID-19 cases:
   a. In the past 48 hours, have you experienced any of the following NEW symptoms?
      i. Fever of 100° F or 37.8° C or above?
      ii. Felt feverish, sweating, chills, or repeated shaking?
      iii. Cough?
      iv. Shortness of breath or difficulty breathing?
      v. Sore throat?
      vi. Nausea, vomiting, or diarrhea?
      vii. Muscle or body aches not related to physical activity?

viii. Fatigue that is not chronic or related to sleep disturbance?
ix. Headache that is not chronic?
x. Loss of taste or smell?
xi. Congestion or runny nose?

b. In the past 14 days have you been within 6-ft. of a person with a lab-confirmed case of COVID-19 for 10 minutes or longer, or had direct contact with their mucus or saliva?
c. In the past 14 days have you spent 10 minutes or longer within 6-ft. of a person who is exhibiting any of the COVID-19 recognized symptoms listed in question IV.a., or has a COVID-19 test pending?
d. Do you have a COVID-19 test pending that was collected because you have symptoms or a suspected exposure risk?
e. Do you live with a healthcare provider who provides in-patient care for confirmed positive or presumptive-positive COVID-19 patients?
f. In the past 14 days have you traveled for personal reasons outside of the state of New Mexico (this includes domestic and international travel)?

2. If the worker responds "yes" to questions 'a, b, c, or d,' they will be sent home and instructed to notify their manager and call the LANL COVID-19 Hotline at (505) 606-2667.
3. If the worker responds "yes" to only question 'e,' the worker will not be allowed to perform any work where the 6-ft social distancing is not maintained.
4. If the worker responds "yes" to question 'f,' the worker is required to self-isolate for 14 days, unless the RLM has evaluated risk factors along with the essential nature of the employee's work to determine if the employee can return to work on-site, in lieu of self-isolation.
5. If the worker responds "no" to all questions, proceed to Section V - Temperature Check.

V. Temperature Check

The Screener will perform the temperature check as listed below.
Note: Do not document any temperature readings obtained, in writing or by electronic means. Temperature readings are personal health information.

1. Before beginning temperature checks, wash hands for at least 20 seconds, or use hand sanitizer.
2. Don a single pair of disposable gloves and a face mask/covering.
3. Grasp the face mask/covering by the ear loops, upper ties, or front (if double elastic).
4. Place the face mask/covering over the face.
   a. **For ear-loop face mask/covering:** secure the ear loops behind the ears. Secure the face mask.
   b. **For tie-back face mask/covering:** secure the upper ties behind the head. Secure the lower ties behind the head.
   c. **For double-elastic band face mask/covering:** cup the face mask in your dominate hand, allowing the straps to dangle freely. Take the bottom strap and place it at the base of the neck. Place the face mask over the nose and mouth by firmly pressing the nose clip (if present) over the nose and tucking the bottom of the face mask securely over the chin. Take the top strap and place it at the crown of the head.
5. Before use, clean the non-contact thermometer with at least 70% alcohol and let dry.
6. Using the non-contact thermometer, check each workers' temperature, either at the forehead, or at the inner wrist.

   Note: If the Screener did not have physical contact with an individual, gloves do not need to be changed nor does the thermometer require cleaning before the next check. If the Screener contacted the worker during the temperature check, gloves will be changed and the thermometer will be cleaned with at least 70% alcohol before performing the next temperature check.

7. If the worker has a temperature ≥100 degrees F, or if the thermometer reads "Lo" after checking the temperature at the forehead, recheck the temperature at the worker's inner wrist. If the temperature is again ≥100 degrees F, then:
8. Instruct the worker to go straight home, and notify their manager.
9. Instruct the worker to call the COVID hotline.
10. The COVID hotline will instruct the worker to perform the self-assessment prior to the next day that they are scheduled to work onsite:
    i. If all responses on the self-assessment are 'No,' including the temperature check, the worker should report in person to the OM clinic for clearance to return to work.
    ii. If the worker does not have a thermometer at home, the temperature check will be done at the OM clinic as long as the symptom review is negative.
    iii. If any of the responses to the self-assessment questionnaire are 'Yes,' or 'Not sure,' then the worker should continue to stay at home and away from the worksite.
11. Remove and discard gloves.
12. Wash hands for at least 20 seconds, or use hand sanitizer.
13. To remove the face mask/covering with intent to reuse:
14. **Ear-loop or single elastic band face mask/covering:** remove the face mask/covering by holding the ear loops or elastic. Remove the face mask/covering slowly and carefully.
15. **Tie-back mask/covering:** remove the face mask/covering by untying lower ties first. Untie the upper ties last. Remove the face mask/covering slowly and carefully. Ensure that ties do not fall into the clean interior side of the face mask/covering.
16. **Double-elastic band face mask/covering:** without touching the face mask/covering, slowly lift the bottom strap from around your neck up and over your head. Lift off the top strap. Do not touch the face mask/covering.
17. After removing the face mask, visually inspect the face mask. Discard face mask if crushed, damaged, wet, or difficult to breathe through. Hang used face masks in a designated storage area or keep them in a clean, breathable container such as a paper bag between uses. To minimize potential cross-contamination, store face masks so that they do not touch each other and ensure the name of the person using the face mask is clearly identified. Storage containers will be disposed of or cleaned regularly.

Wash hands for at least 20 seconds, or if hand-washing facilities are not readily available, use hand sanitizer. If hand sanitizer is used, wash hands as soon as possible.