

WESTMORELAND COUNTY
POLICY AND PROCEDURES

Subject: Temperature-Taking Protocols

Policy Number: VIII.8

Effective Date: June 8, 2020

I. PURPOSE:

The purpose of this policy is to provide clear guidance for taking temperatures of employees upon discovery of an exposure to a person who is a probable, or confirmed case of COVID-19.

II. SCOPE:

The Temperature Taking Protocol applies to all Westmoreland County employees, specifically those that work in the Westmoreland County Courthouse, Annex, Troutman Building, Public Works Building, Parks, 911, Forensics, WC Regional Youth Services Center and Magisterial District Justice Offices.

Department of Health Secretary Dr. Levine issued an order put into effect at 8 p.m. on April 19, 2020, that includes additional worker safety measures for life-sustaining businesses that continue in operation.

Among the items within the order is the need for businesses to take employees' temperatures "upon discovery of an exposure to a person who is a probable or confirmed case of COVID-19." With Westmoreland County's move to green status by Governor Wolf, regular temperature taking which began on April 8, 2020 will cease. The County has adopted this policy for implementation in the event of a probable or confirmed case of Covid-19 and to comply with the Department of Health Order.

This policy reviews the measures that will be implemented and protocols for employees to follow in the event temperature screenings are necessary in the future.

Infrared forehead-reading thermometers are available. Department locations other than the Prison and Manor will be provided with a thermometer, batteries, and its package instructions.

III. PROCEDURE:

In the event of a probable or confirmed case of COVID-19 of a county employee, employees within the County will have their temperatures taken by a county representative as outlined below. Employees will have their temperatures taken upon arrival. Employees will be sent home if they have a temperature at or above 100.4°. Prison and Manor employees will follow their separate protocols at their work site.

- A. Human Resources will notify the Park Police when HR learns of a probable or confirmed case of COVID-19 among employees.

Beginning the next workday (after notification to the Park Police and e-mail notice to the workforce of resultant changes):

- a) All employees at the Courthouse or Annex must enter the Courthouse through the main entrance of 2 North Main Street.

The Pennsylvania Avenue doors will not be available for entry, and swipe card settings will not allow access into this door at any time. The door will remain as an exit only.

Personnel who may have access to a Sally Port or delivery area are not permitted to enter the building at those locations prior to getting a temperature reading at the main entrance.

Those parking in Upper Park will need to access the screening process through the main entrance at 2 North Main Street or through the lobby area after taking the steps or elevator to the first floor.

- b) All other building locations must enter through their main entrance or designated area for temperature taking prior to reporting to work area or beginning work.
- c) Access to the Courthouse will occur starting at 6:45 a.m., employees with schedules that begin prior to 6:45 a.m. must change their arrival time to 6:45 a.m. or later as designated by their Department Head or Supervisor. Employees will maintain their existing 30-minute or 60-minute lunch period, and leave at the corresponding end time for their usual workday of 6.5 hours, 7.0 hours, 7.5 hours, or 8.0 hours as applicable.

Please contact Human Resources at emergencyleave@co.westmoreland.pa.us if you fall into this self-temperature-taking category and are without a thermometer.

Entering at 2 North Main Street Monday to Friday:

- a. Employees will enter into the glass vestibule of 2 N. Main Street from its front door.

Look to see if there is an employee in front of you, already in the vestibule with a Park Police Officer.

If yes, please wait outside the vestibule until you see that person proceed through the next door and into the Courthouse.

If no, please proceed into the vestibule and ensure the door closes behind you. Wait until the officer waves you forward to him/her.

- b. The standard is to have only one employee at a time with the officer in the vestibule.

Everyone else must wait single file, 6' apart, on the walkway up to the front glass doors.

The line will form to the left towards Otterman Street.

c. Have your badge available for the officer to see as usual.

d. Follow the representative's instructions for the reading of your temperature.

If your temperature is **below 100.4°**, proceed into the Courthouse.

If your temperature is at or above 100.4°, the representative will repeat the screening a second time. When both readings are **at or above 100.4°**, you will hear your reading and **you must leave the premises immediately. Also, ...**

1. You will not leave through the same door that you entered, or leave so that you pass directly by others who are waiting.

2. Instead, you will exit the vestibule by the exit door.

3. Notify Human Resources of your temperature reading without delay at emergencyleave@co.westmoreland.pa.us

4. The representative will inform Human Resources of your leaving, and Human Resources will update your department head according to protocols.

- B. Temperature readings will not be identified by name or stored, and every effort will be made to protect confidentiality of an individual whose reading is such that he or she needs to leave the premises. Once an employee has been scanned for the day an employee will not need scanned again unless the employee starts to show symptoms of being ill.

Also, current information about COVID-19 emphasizes that people can be asymptomatic and be positive for the virus, just as people can have a fever and not have COVID-19. It is crucial that we all treat the temperature readings as one piece of the puzzle, one safeguard, but not the only evidence of further concerns.

- C. **Temperature-taking will continue of all individuals for at least 14 days after it begins in any one of the County's office locations because of the potential for community spread.** That means if temperature-taking begins at any one County location, all locations must initiate these protocols for employees (and nonemployees) even if their office location is not the catalyst.