

# ADMINISTRATIVE PROCEDURES



Procedure Number: 23-54

Effective Date: 04/23/2020

Revision Date: NEW

  
County Administrator

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SUBJECT: **TEMPORARY WELLNESS CHECKS TO SAFEGUARD THE WORKPLACE  
DURING NOVEL CORONAVIRUS OUTBREAK**

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DEPARTMENT RESPONSIBLE: **Human Resources**

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## I. PURPOSE

This Administrative Procedure applies to persons entering an indoor Pima County facility. This includes Pima County employees and others. Others include, but are not limited to, visitors, the public, contractors and employees of tenants leasing space from the County. Those entering County indoor facilities will be screened for a temperature of 100.4 degrees Fahrenheit (F) or above in order to reduce the community spread of COVID-19. Pima County is authorized to implement temperature screening by Pima County Resolution No. 2020-18 declaring an emergency for the COVID-19 pandemic (March 19, 2020, and as extended), and subsequent Proclamation Section 6 limiting public access to public buildings (March 19, 2020); as well as Board of Supervisors (BOS) Policy D 23.20, *Attendance Policy During Influenza or Other Viral Pandemic Outbreak*. Pima County is following U.S. Equal Employment Opportunity Commission guidance permitting employers to measure employees' body temperatures (Pandemic Preparedness in the Work Place, March 19, 2020).

## II. PROCEDURE

- A. Assigned Screening Program Manager will provide written expectations for temporary program staff assigned to measure temperatures of persons entering indoor County facilities, and will provide the necessary supplies.
- B. Screening stations shall be located in building entrances or lobbies and will be supplied with two or more infrared no-touch forehead thermometers, extra batteries, and sticker dots.
- C. Persons need only be screened once per day.
  - 1. All Employees, Contractors, and Volunteers must be screened each work day. Should an employee gain access into a building from an entrance without a screening site, they must immediately go to a screening site before reporting to their work assignment.

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2. Visitors who enter the building without being screened must be directed to report for screening before they will be allowed to engage with in-person County Services in the building.
- D. Those with temperatures below 100.4 degrees F will be given a screening verification sticker to wear. Stickers will vary from day-to-day.
1. Employees, Volunteers, and Contractors are required to prominently display these stickers all day, as verification of their temperature screening. Employees, Volunteers, and Contractors must not report to their work sites without a sticker from the daily screening.
  2. Visitors are required to prominently display their screening sticker to be allowed access to the building and to engage with in-person County services.
- E. If the temperature of a person other than a County employee is 100.4 degrees F or higher, they may wait 15 minutes and be re-tested. It is not uncommon for body temperature to fluctuate throughout the day based on physical exertion or outdoor temperatures. If their temperature remains at 100.4 degrees F or higher after retesting, they will be asked to leave the building and not permitted entry.
- F. If the temperature of a County employee is 100.4 degrees F or higher:
1. Employee shall contact their supervisor. Supervisor shall document the time of the phone call.
  2. After a period of 15 minutes, the employee may be re-tested.
  3. If after 15 minutes the employee's temperature is below 100.4 degrees F, they shall obtain a screen verification sticker and may proceed to their workplace in the building. For non-exempt employees, supervisors should enter the employee's start time into the time-keeping system as the time documented on the first phone call.
  4. If after 15 minutes, the employee's temperature is still at 100.4 degrees F or above, their name will be logged, and they will be given instructions to exit the building and contact their supervisor. The employee may charge their absence to an appropriate and available leave bank, or they may choose to go unpaid for the day. Such information should be indicated to the supervisor, who shall then send the employee home. The provisions of BOS Policy D 23.20 *Attendance Policy During Influenza or Other Viral Pandemic Outbreak* still apply. If an employee is sent home for displaying flulike symptoms, including a temperature of 100.4 degrees F or higher, the employee will need to remain out of work for 14 consecutive days, as per BOS Policy D 23.20, Section C. The employee may return to work sooner if they are no longer displaying flulike symptoms and their healthcare provider certifies that the employee's condition does not pose a threat to themselves or other employees during a pandemic outbreak.

5. Contractors and Volunteers should be directed to contact their supervisors, asked to leave the building, advised to seek medical attention, and be provided with contact information for COVID-19 issues.
6. Visitors who show a fever should be asked to leave the building and advised to seek medical attention and provided with contact information for COVID-19 issues.

### **III. RESPONSIBILITY**

- A. The Human Resources Department is responsible for implementing this Administrative Procedure, at the direction of the County Administrator, including identifying, managing and training staff that will take temperatures, and providing the necessary equipment and materials, including thermometers, batteries, and stickers.
- B. The Pima County Health Department is responsible for responding to public health and medical questions concerning this procedure.
- C. Facilities Management is responsible for identifying buildings and locations within buildings to set up screening stations, as well as for notifying tenants of County facilities that will be subject to this procedure.
- D. With the approval of the Human Resources Department, Pima County departments in control of a single facility may implement the procedure using their own designated employees who are trained on the procedure by the Human Resources Department and provided the necessary supplies.
- E. Human Resources is responsible for notifying employees and others about this procedure, with the assistance of the Communications Department, including developing informational posters and signage.
- F. All County employees are responsible for ensuring compliance. If someone is found without a sticker, they must be directed to a screening station. Supervisors are responsible for ensuring employees under their supervision are compliant with daily testing.

### **IV. PRIORITY FOR IMPLEMENTATION AND EXEMPTION FOR LOW TRAFFIC FACILITIES**

Priority for implementing this procedure will be based on the estimated number of County employees and others entering the facility, starting with those with an estimated 50 or more employees and others entering the facility. Not all indoor Pima County facilities will implement this procedure with such determination made by Human Resources in consultation with Facilities Management. Low-traffic facilities may be exempt unless the Department in control of that facility specifically makes a request to the Human Resources Department and it can be implemented reasonably. High-traffic facilities will be provided with more program staff to screen temperatures in order to reduce wait times.