



<b>SUBJECT</b> Measuring Employee Body Temperature During Declared Pandemic		<b>APPLIES TO</b> City Employees	
<b>EFFECTIVE DATE</b> April 16, 2020	<b>REVISED DATE</b>		<b>NEXT REVIEW DATE</b>
<b>APPROVED BY</b> City Manager		<b>TOTAL PAGES</b> 2	<b>POLICY NUMBER</b> 130

1.0 **Purpose**

To establish procedures to measure the body temperature of City of Lawrence employees during influenza pandemics or other pandemics as declared by the World Health Organization (WHO), the Centers for Disease Control (CDC), or other health agencies.

2.0 **Procedure**

During declared pandemics, the WHO, CDC and the state/local health authorities may acknowledge community-spread of communicable diseases and issue attendant precautions. As part of those precautions, the City of Lawrence, as an employer, may measure an employee’s body temperature. The intent of the temperature screenings is to identify fevers in employees performing essential job functions and to assist in taking measures to reduce transmission among employees, to maintain healthy business operations, and to maintain a healthy work environment for all employees.

Employees reporting to a City facility shall have their body temperature measured and logged at the beginning and end of their shift. The temperature will be measured and logged by a designated employee, as appointed by a supervisor, or, in some cases, as may be assigned by a supervisor, by the employee.

Each City Department shall maintain its own temperature log. That information shall be logged and shall remain confidential. If an employee refuses, that employee will be dismissed from work, until such time as the employee complies with this policy. An employee may not use the City leave bank for designated pandemic absences.

- Employees should use the tympanic thermometers, with the probe covers, or infrared thermometers provided by the City of Lawrence.
- Body temperatures should not be measured immediately after coming from the colder/warmer environment outside. It is recommended that body temperatures be taken at least ten minutes after coming inside from colder or warmer environments, if feasible.



- If the temperature is equal to or greater than 100.0° F., then the employees' body temperature shall be retaken, after waiting at least 10 minutes. For the purposes of this policy, a fever is defined as 100.0° F. or above.
- If an employee's body temperature remains at or above 100.0° F., then the employee shall immediately leave work, notify their supervisor, and shall not return to work until such time as the employee is fever-free for 72 hours. Risk Management should be notified immediately.

Questions should be directed to the City's Risk Management Office.