
DATE: November 25, 2020

No. 121

FROM: Vince Pellegrin, Chief Operating Officer

TO: All Staff

SUBJECT: Updated Temperature Testing and Health Screening Process

Effective Sunday, November 29, 2020, Metro Transit will transition from having a person measure employee temperature upon entering a facility to a self-serve process utilizing the hands-free temperature taking kiosks in place at most facilities.

The revised process for health-screening and temperature taking is below.

Process:

- 1) At the beginning of every shift or upon entry to each Metro Transit Facility; all employee, contractor, vendor and non-council employees' temperatures must be measured and a pass verification sticker must be visible.
- 2) Refusal of the temperature test will result in the employee being sent home without pay or the contractor/visitor/vendor not allowed to enter the facility. *Employees will not be paid if there is a refusal to test.*
- 3) If an employee's answer is "yes" to any of the prescreening questions they will not be allowed to work, should leave the facility, they should contact their manager, and will be directed to seek medical confirmation. *Employees with COVID symptoms will be directed to seek a COVID-test within 48 hours. Under the FFCRA, Emergency Sick Pay (ESP) will be designated. If the test is "positive", ESP will continue. If ESP is exhausted and the employee is unable to return to work, employees will switch to their own leave until they are able to return. If the test is "negative", ESP will be ended, and employees will switch to their own leave until they are able to return.*
- 4) If a contractor or non-council employee answer is "yes," to any of the pre-screening questions the individual must leave the facility.
- 5) If an individual's answer is "no," the employee will advance to the temperature taking kiosk, pull their mask under their chin, fill the silhouette of the temperature taking kiosk with their face, placing the red dot in the middle of their forehead, and wait for the temperature reading.
- 6) If an employee, contractor, vendor, visitor or non-employee's temperature is below 100.0° Fahrenheit, the LED bar at the top of the kiosk will flash green and a message will state "Admittance". An individual will take a daily sticker from the side of the kiosk to be applied on their ID badge holder indicating that they have successfully completed the screening for that day. This shall remain visible for visual verification through the duration of the workday. They now may proceed into the facility.
- 7) If an employee's temperature is 100.0° Fahrenheit or greater, the LED bar at the top of the kiosk will flash red and a message will state "No Admittance". The employee may not proceed into the facility and should be directed to immediately contact their manager and will be directed to seek medical confirmation. *Employees with an elevated temperature will be directed*

to seek a COVID-test within 48 hours. Under the FFCRA, Emergency Sick Pay (ESP) will be designated. If the test is “positive”, ESP will continue. If ESP is exhausted and the employee is unable to return to work, employees will switch to their own leave until they are able to return. If the test is “negative”, ESP will be ended, and employees will switch to their own leave until they are able to return.

- 8) If a non-employee visitor’s temperature is 100.0° Fahrenheit or greater, the individual may not proceed into the facility. The individual will not be admitted and must leave the facility.
- 9) If a contractor or vendor’s temperature is 100.0° Fahrenheit or greater, the individual may not proceed into the facility. The individual will not be admitted and must leave the facility.

Confidentiality of Medical Information:

Any information gathered from the Questionnaire and Temperature Screening Procedure must be treated as confidential medical information. Specifically, the identity of individuals exhibiting a fever or other COVID- 19 symptoms, individuals’ temperature readings, must be kept confidential and may only be shared with agency HR staff, the agency safety administrator, and members of agency management with a business need to know, or others as provided by law.

Necessity of Process:

This process is designed to keep our employees, coworkers and customers safe from the spread of Covid-19 and is a requirement of employment. Employees who do not follow the temperature testing and health screening process may be subject to progressive discipline up to and including discharge.



Vince Pellegrin
Chief Operating Officer