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From:

Re: Talking Points: Taking Employees' Temperatures

Date: March 19, 2020

Because the CDC and state/local health authorities have acknowledged community spread of COVID-19 and issued attendant precautions, employers may measure employees' body temperature. However, be aware that some people with COVID-19 do not have a fever.

Why are we taking employees' temperatures?

- To reduce the risk of spreading the COVID-19 virus in and through the workplace and protect our employees and guests.
- Any individual, whether an employee or visitor, whose temperature is measured to indicate a fever, who reports having or is observed to have any symptoms of COVID-19, or who has recently been in contact with symptomatic individuals will not be permitted to enter any Company facility.

Protocol for Taking Employees Temperatures

1. Employees' temperatures must be tested prior to them starting work each day.
2. We will ensure the person taking temperatures has the requisite knowledge to do so and to assess the results (current guidance from the CDC indicates a temperature of 100.4 °F or greater for COVID-19).
3. Employees must maintain recommended social distancing while waiting for their temperature to be taken. Employees should wait in a single file line spaced six feet apart.
4. Thermometers must be disinfected between uses, if it must come in contact with an employee.
5. The use of a No-Contact Forehead Thermometer is strongly recommended. This allows the person taking temperatures to maintain social distancing from employees.
6. Employees' thermometer readings will not be revealed to other employees. Thus, employees will be tested one at a time in a private space.
7. If an employee's temperature is found to be elevated, appropriate steps will be taken to maintain the confidential employee medical information while acting on the elevated

temperature. This may be accomplished by directing the employee to an exit that is as discrete as possible.

8. If employees' temperatures are recorded, they will be kept confidential.
9. Direct employees to inform management if they experience symptoms during the work-day.
10. We will ensure that all employees who are administering the readings will be provided proper personal protective equipment.
11. **Note:** If the temperature will be taken in California, a compliant Notice Pursuant to the California Consumer Privacy Act (CCPA) must be provided.