Leader,

We remain committed to safety across all of our operations during this unprecedented time. To help keep our employees safe and healthy and to limit the spread of COVID-19, we are implementing employee temperature screening as an additional safety measure. Temperature screening can help slow the spread of COVID-19 by identifying symptomatic individuals and separating them from others in the workplace.

**Beginning XX, all employees will undergo a temperature screening process when reporting to work.**

**Action required prior to XX:**

* Identify which entrances in your building(s) will be staffed with a screener.
	+ It is recommended that you create signage to post at entrances specifying which entrances **will** and **will not** be staffed by a screener.
* Identify a screener or screeners who will conduct the process in your building(s). Screening should be conducted each time an employee enters the building by following this process [insert link to modified instruction process here].
* Provide further instruction to your building as appropriate.

The screener will [complete a log](https://internal.sanfordhealth.org/Departments/Quality-Safety/infectionprevention/COVID-19/Documents/Employee%20Temperature%20Screening/Employee%20Temperature%20Screening%20Log.pdf) of employees who do not pass the screening and submit the list to the contact on the form at the end of each day.

If an employee does not pass a temperature screening (has a temperature of 100.4 degrees or higher), the employee should be told to take the following steps:

1. Notify their supervisor that they will not be working so that the supervisor is aware and can track time accordingly.
2. Return home and contact their primary care provider.
3. Follow their doctor’s guidance, continue to self-isolate and self-monitor for symptoms and follow [CDC guidelines](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html) for at-home care.

If an employee that failed a screening ultimately tests positive for COVID-19, your state health department will conduct contact tracing in order to identify all possible exposures.

Thank you for your assistance in this important process.