



Summit County Engineer's Office Temperature Monitoring for the Prevention of Covid-19

Policy

Temperature monitoring is needed to minimize the presence of illness and to prevent the spread of the Covid-19 Coronavirus. Every employee is valued and by checking temperatures, it is hoped that the working environment is healthier if employees are free of fever, which typically signals contagion.

Procedure

- A. Daily questionnaire
- B. Temperature monitoring process at work
- C. Temperature Affidavit
- D. Determination to work or return home

A. Daily Questionnaire

Each employee should ask themselves these questions daily. A positive answer to any of the below items should result in the employee staying home.

1. Do you have any symptoms of respiratory infection? (fever, cough, shortness of breath)
 - If answer is NO- Proceed to question 2.
 - If answer is YES- Employee will be sent home.
 - **The employee may return to work when he or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND/OR**
 - **Any respiratory symptoms (cough and shortness of breath) have improved for at least three (3) days AND at least seven (7) days have passed since the symptoms began.**
 - The employee does not need to get doctor's note/release to return to work.
2. Have you been exposed to someone with confirmed COVID-19?
 - If answer is NO- Proceed to question 3.
 - If answer is YES and the employee does not have a fever, cough, or shortness of breath:
 - The employee will be required to stay home for 14-days from the date they were exposed to a confirmed case of COVID-19.
 - If the answer is YES and the employee currently has a fever, cough or shortness of breath:
 - The employee is required to contact their local health department.
3. Employees who have taken their temperature at home must have a temperature of 100° F or lower. Employees with temperatures over 100.1° Fahrenheit or 37.8° Celsius should not report to work. If the employee's temperature is taken onsite, the employee must have a temperature of 100° F (37.7° C) or lower. If the employee's temperature is 100.1° F (37.8° C) or over, they will be sent home.

B. Temperature Monitoring Process

All personnel who have not taken their temperatures before arriving to work are required to report directly to testing site in the working location prior to proceeding to their work area.

Updated 04/30/2020

1. Each employee being tested shall enter through the appropriate door or report to the designated test site (below*) to have their temperature taken.
2. Each employee's temperature will be taken.
 - a. If an employee has a temperature 100° F (37.7° C) or below they will be allowed to proceed to their work area.
 - b. Employees that have a temperature of 100.1° F (37.8° C) or above will be sent home.

C. Temperature Affidavit

1. All employees must complete a daily Temperature Affidavit. The affidavits will be available in each building. The affidavits will be maintained as a medical record and not available to the public.

D. Determination to work or return home

1. Employees self-monitoring who have a temperature of 100.1° F (37.8° C) or higher should not report to work.
2. Employees monitored onsite who have a temperature 100° F (37.7° C) or below will be allowed to proceed to their work area
3. Employees monitored on site who have a temperature above 100. 1° F (37.8° C) will be sent home.
4. If an employee is sent home, they may only return to work when:
 - a. **He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND/OR**
 - b. **Any respiratory symptoms (cough and shortness of breath) have improved for at least three (3) days AND at least seven (7) days have passed since the symptoms began.**
5. The employer reserves the right to send anyone home exhibiting symptoms consistent with influenza.

Buildings for Temperature Monitoring

Boston Mills Station
1928 Boston Mills Road
Peninsula, OH 44264

Public Service Department
601 E. Crosier Street
Akron, OH 44311

**Administration Building
538 East South Street
Akron, OH 44311**

Updated 04/30/2020