	Page 1 of 3	Revision No.: 01 (03/2020)
	Production Procedures Safety	Effective Date: March 26, 2020
	VI - 455	Reviewed by: Dave Whitcomb
	Title: Temperature Screening Process	Approved by: Gina Facca

## Temperature Screening Process

**Personnel engaged in taking the temperatures of entrants to Vigor facilities shall follow these guidelines:**

### **PPE (Personal protection equipment):**

- This role shall be considered High Frequency Contact and fall under guidance of VI-445 High Contact Personnel policy. **No physical contact is to be made between the screeners and entrants into the Vigor facility**
- Minimum PPE: Nitrile gloves, Safety glasses, N95 Mask.
- Procedure for PPE (Start with clean washed hands)
  - Put on Nitrile gloves – Put on Mask – Put on Safety Glasses
  - **Remove PPE in the opposite order:**
  - Remove Glasses – Remove Mask – Remove Nitrile Gloves
  - Place Gloves in Bio-Hazard container / bag
  - Thoroughly wash hands upon completion of PPE removal

### **Process:**


- Temperature screenings of each person entering facility at the beginning of each shift
- Temperature screener shall have **no physical contact** with entrants while taking temperature
- Temperature device is placed approximately 3 inches from forehead/template for approximately 3 seconds
- Temperature readings below 100.0 Fahrenheit (F) will be allowed entrance
- Temperature readings greater than 100.0 F
  - Entrant is taken aside for a second screening second temperature scan to verify the elevated temperature
  - Temperature verification is greater than 100.0 F on second screening the entrant will be denied entrance to the facility and provided the attached denial letter with screening questionnaire.
  - The entrant will be directed to follow-up with their Primary Care Provider

### **Training:**

- Personnel operating temperature scanners will be providing instructions in the use of PPE, equipment, and PPE disposal procedures.
- Personnel will be trained on how to properly fill out denial letter and provide to employee
- Record any entrants denied access (security to make applicable access permissions)

### **Personnel:**

- Both Vigor and non-Vigor Personnel may perform the function of taking temperatures upon receiving the appropriate training.

	Page 2 of 3	Revision No.: 01 (03/2020)
	Production Procedures Safety	Effective Date: March 26, 2020
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**Attachment 1**

**Notification of Temperature Screening Scans > 100.0 Fahrenheit**

**NOTICE:**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Supervisor / Manager: \_\_\_\_\_

Badge #: \_\_\_\_\_

The above individual was refused access to a Vigor facility/project due to the proactive measures implemented by Vigor to help prevent the spread of COVID-19. His / Her badge has been de-activated by Vigor Security.

**Please document on a separate page the name and badge number of all persons refused access. This list will be given to the Safety Dept. daily for distribution to HR and Security.**

**Access denied due to the following reasons:**

- Did not answer "YES" that a self-assessment had been completed on the day in question.
- Has these symptoms: cough/congestion/sneezing/fever/aches, etc.
- Temperature reading >100 degree Fahrenheit: **Scan reading:** \_\_\_\_\_


**Call Safety on Channel #1 on the Radio for assistance with an escort out of the area and the yard.**

Due to your elevated temperature, you cannot re-enter a Vigor facility until you have consulted with a Primary Care Provider and confirmed whether or not they recommend for you to remain at home.

To regain badge access to the facility contact the following:

- If you are a Vigor Employee, contact the Vigor Employee call in line (844-660-0089)
- If you are a non-Vigor employee, contact your employer for further direction

**The Safety team at this location will provide assistance with escort out of the area and out of the facility. Call Safety on Radio Channel #1 for assistance.**

	Page 3 of 3	Revision No.: 01 (03/2020)
	Production Procedures Safety	Effective Date: March 26, 2020
	VI - 455	Reviewed by: Dave Whitcomb
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## Additional Security Screening at Vigor Facilities related to Novel Coronavirus (COVID-19)

Vigor is implementing additional facility screening procedures in addition to the daily self-assessments. Within the next 48 hours, all personnel entering Vigor controlled facilities will be screened for elevated temperatures via no-touch thermometers. Each site will designate specific guidelines for entry and temperature scanning locations. As a reminder, if a line begins to form, social distancing requirements still apply.

Each entrant will be asked if they have performed a self-assessment today.

A temporal reading with a no touch thermometer will be taken of each entrant. If a temperature greater than 100.0 degrees Fahrenheit is recorded, the individual will be denied access to the facility. Denied entrants will have their name, badge number and company recorded for notification to their supervisor or employer for to determine further steps required for future access as determined by Vigor COVID Response Team.

To regain access to the facility:

- Vigor employees shall contact the employee call in line (844-660-0089) for further guidance.
- Non-Vigor employees shall contact their employer for further guidance.

Each individual denied entrance will be provided a denial letter recording their information and elevated temperature reading. For an elevated temperature reading, a second reading will be taken to confirm the first reading.

We understand these additional procedures may be frustrating, but they are necessary to ensure continued operations during this time. Vigor appreciates your cooperation during this evolving situation as we strive to ensure the health of all visitors to our facility while continuing to conduct business. For our subcontractors, customers and other visitors, we request that you provide a point of contact to discuss any employee issues or changes to these measures.

If you have further questions about this please contact \_\_\_\_\_