

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

Training for security, safety, and backup personnel:

- Guidelines for the Lakmus infrared forehead thermometer:
 - The temperature range for using this outside must be between 50° & 104°. This unit will not provide accurate readings in windy cold conditions.
 - The thermometer needs to be held 2 inches from the forehead/temple.
 - Wearing a hood or hat could alter the temperature of the forehead/temple. Water from rain or sweat will alter the temperature readings (In the case of water on the forehead/temple, please have the person dry off their forehead before taking a reading).
- Instructions:
 - Turn the thermometer on by pressing the power button
 - Hold the device 2 inches away from the forehead/temple and push the temp button at the top
 - The unit will then beep and have a blue light appear on the forehead/temple. Hold unit steady until it beeps and the blue light goes away
 - Now you can bow look at the screen to read the person’s temperature
 - If the temperature is below a 100.0° the person can enter the facility
 - If the temperature reading is above 100.0° they will need to wait 2 minutes and retry. If on the second attempt the temperature is below 100.0° they can proceed through the gate. If the temperature is above the 100.0°, the personnel data will be documented on Attachment 1 and you will need to hand them the notifications sheet on page 2. They will not be allowed to enter the facility.
- Clean the thermometer:
 - The device will need to be cleaned occasionally. Safety will take care of cleaning the thermometers.
 - If the device comes in contact with anyone’s skin or clothing the unit must be cleaned before it can be used again.
- Fill out the “Notification of Temperature Screening Scans > 100.0 Fahrenheit sheet”
 - Directions for both Vigor and non-Vigor personnel are located on the form as what to do and who to contact. Please see page 2 of the policy
 - Vigor will keep a record of all personnel who had to be turned away. This information will be sent to HR, Safety manager, and yard superintendent each day
- How to put on the PPE correctly and depose of the PPE
 - 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