

City of Amarillo
Personnel Policies and Procedures

Policy Title: Temporary Policy and Procedures:
Employee Temperature Monitoring
(Policy may be amended due to further Federal guidance)

Policy Number: 1605

Effective Date: October 11, 2020 until December 31, 2020

Approved By: Jared Miller, City Manager
Mitchell Normand, Director of Human Resources

I. Purpose

The City recognizes the need to implement preventive measures to protect the health and well-being of employees and citizens. The purpose of this policy is to provide guidance and instruction to employees, supervisors, and Division Managers on how to manage the monitoring of temperature checks while at work in a department/division that have adopted this Employee Temperature Monitoring policy.

II. Scope

The Employee Temperature Monitoring policy may only be adopted by a Department Director with prior approval by the City Manager. This policy is applicable to all employees in a division/department that has adopted an Employee Temperature Monitoring policy.

III. Definitions

Qualified Monitor – designated supervisory personnel who have been trained by an authority in their department on the Employee Temperature Monitoring policy that includes acceptance of temperature measuring practices, Health Insurance Portability and Accountability Act of 1996 (HIPAA) and confidentiality.

IV. Employee Responsibilities

Employees are responsible for adhering to the procedures and requirements of this policy. If an employee believes they are unable to participate in a temperature monitoring, they must speak with their Division Manager.

V. Supervisor Responsibility

- V.1 Supervisors shall ensure all employees subject to the temperature monitoring policy have completed a temperature reading prior to assuming normal job duties.
- V.2 An employee refusing to have their temperature read shall be referred to the Division Manager immediately.

VI. Qualified Monitor

- VI.1 Temperature measurements and results and any discussions related to the temperature monitoring must remain strictly confidential. All private and protected health information (PHI) disclosed during the monitoring session must be held in strict confidentiality.
- VI.2 The disclosure or discussion to an unauthorized individual of anyone's measured temperature or the disclosure of any discussion held with an employee during a temperature measuring process is strictly prohibited. Temperature readings or related matters may only be disclosed to the Division Manager, Department Director, and/or Human Resources Manager/Director.
- VI.3 A Qualified Monitor must wear face coverings, gloves and any other Personal Protective Equipment (PPE) made available by management to protect themselves from potential exposures.

VII. Division Manager Responsibility

- VII.1 Division Managers are responsible for ensuring equitable and consistent application of the temperature monitor policy. If inefficiencies are observed, the Division Manager shall be responsible for appropriately responding and notifying the Department Director immediately.
- VII.2 Division Managers must ensure only Qualified Monitors measure temperatures and perform due diligence to protect confidentiality of temperature measurements.
- VII.3 Division Managers must ensure all employees are educated on the policy and are knowledgeable of the employee's responsibilities.

VIII. Department Director Responsibility

- VIII.1 Department Directors shall ensure all Division Managers and employees are knowledgeable of the policy, the justification for the department policy continues to exist, and provide instructions to Division Managers how to apply the policy to the department.
- VIII.2 Department Directors shall make sure the temperature monitor policy is equitable and effective.
- VIII.3 Department Directors shall ensure Division Managers have been trained on HIPAA and confidentiality and only assign supervisory level personnel as Qualified Monitors.
- VIII.4 Department Directors are responsible for providing Division Managers and Qualified Monitors acceptable training on the following:
 - a. Measuring an employee's temperature.
 - b. Advising an employee of their temperature reading.
 - c. How to properly refer an employee to the appropriate authority if their temperature reading is 100.4°F or greater.
 - d. How to respond to an employee refusing to have their temperature read.
 - e. The appropriate PPE to utilize while measuring temperatures.
 - f. HIPAA, confidentiality, and discretion.

IX. Procedures

- IX.1 Non-exempt employees will be required to clock in at the beginning of their scheduled shift and then immediately go to the designated location for a temperature reading by the Qualified Monitor.
- IX.2 Exempt employees will be required to report to the designated location for a temperature reading and obtain a temperature reading by the Qualified Monitor at the beginning of their scheduled start time.
- IX.3 Temperatures may only be measured with a contactless instrument.
- IX.4 A Qualified Monitor will be stationed at the designated location to take an initial temperature reading upon an employee's arrival to work.

- IX.5 The designated location for temperature monitoring for each department will be designated by departmental policy.
- IX.6 Qualified Monitors will be designated by departmental policy.
- IX.7 A Qualified Monitor shall not record an employee's temperature anywhere, nor will any records of an employee's temperature reading be retained. The reading will be used for immediate use.
- IX.8 If an employee's temperature is measured to be less than 100.4°F, the employee will immediately return to their normal work location.
- IX.9 If an employee's temperature is measured to be 100.4°F or greater, the Qualified Monitor will inform the employee of the temperature results and then report the results to the Division Manager in a private location away from employees. If the Division Manager directs the employee to go home for the remainder of their shift, the employee will be paid administrative leave with pay for the remaining hours of their scheduled shift. If the Division Manager is unavailable, the responsibility of directing employees to go home may only be delegated to an Assistant Division Manager. In the event there is no Assistant Division Manager available, the employee must be referred to the Department Director.
 - a. Employees sent home shall report back to work at the beginning of their next regularly scheduled shift.
- IX.10 If a Division Manager must direct an employee to go home due to their temperature, the Division Manager must meet with the employee in a private location away from employees to notify them they must go home.
- IX.11 Any employee sent home two consecutive shifts due to having a measured temperature of 100.4°F or greater should seek medical attention from a healthcare professional. An employee seeking medical attention will have to use accrued Sick Leave ("SL"), or an available accrual if the employee does not have SL, or the employee may apply for leave provided by the policy "HR 6201 Families First Coronavirus Response Act ("FFCRA")." An employee seeking leave provided by FFCRA policy shall contact the Human Resources Department and comply with the requirements of this policy.

X. Refusal

- X.1 An employee refusing to submit to a temperature measurement will be referred to the Division Manager immediately. If the Division Manager is not available, the employee must be referred to the Department Director or Assistant Director.
- X.2 An employee sent home for refusing to submit to a temperature reading will be sent home on Leave Without Pay, unless they have an eligible leave accrual they can apply to their absence. Whether unpaid or paid, temperature refusals will still be considered an unapproved and unexcused absence.
- X.3 An employee refusal to temperature monitoring may be subject to disciplinary action up to and including termination of their employment for insubordination and failure to follow departmental rules.
- X.4 Unapproved absences for three (3) or more consecutive workdays can refer to Personnel Rule Section 106 regarding these types of absences.

XI. Exceptions

- XI.1 Federal and/or State acts may be amended and/or enacted that provide additional guidance and/or requirements regarding monitoring of employee temperatures.
- XI.2 The Department Director reserves the right to void, modify, or override this policy with prior approval by the City Manager, or designee.
- XI.3 The City Manager reserves the right to void, modify, override, and/or supplement this policy at any time for any reason.