

# COVID-19 POLICY



## Symptom screening and Temperature checks

**Department** Office of the COO

**Approved by** Marissa Madrigal, Chief Operating Officer

**Policy approval:**

A handwritten signature in cursive script, appearing to read 'M. Madrigal'.

07/29/2020

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Marissa Madrigal, Chief Operating Officer

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Date

**UPDATED July 29, 2020:** *It is no longer expected that an employee who has passed a check wear a sticker or label.*

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### ABOUT THIS POLICY

To reduce the risk of spreading the COVID-19 virus in worksites, facilities and visitor spaces and to prioritize the health and safety of its employees, visitors and guests, Metro will implement symptom screening and temperature check measures for all individuals subject to this policy who seek to come into a Metro facility, and/or who will be working in proximity with other Metro employees.

Guidelines in this, and other COVID-19 policies, are intended to protect both individual employees, groups of employees, and any visitors, guests or other people around them.

Departments may also issue work rules and management directives consistent with this policy.

This policy is based on current guidance from public health officials. As the public health crisis continues, new information may emerge. This policy is subject to change.

### APPLICABLE TO

All employees including regular status, variable hour and temporary employees, paid and unpaid interns, and volunteers.

### GUIDELINES

To ensure the health and safety of Metro employees and visitors, points of entry to all Metro facilities will be limited to ensure that all individuals subject to this policy who seek to enter a Metro facility, or who will be working in within thirty (30) feet or less of other Metro employees, complete a non-invasive symptoms screening and temperature check prior to reporting to work.

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### **Symptoms screening**

All individuals subject to this policy who seek to enter a Metro facility, or who will be working within thirty (30) feet or less of Metro employees, volunteers, interns, visitors or guests, will be required to complete a symptoms screening check prior to reporting to work. To protect privacy and maintain confidentiality, no individual will be asked any questions as part of the symptoms screening and no information will be collected and/or maintained.

- Individuals will be asked to review a symptoms screening sheet which will outline COVID-19 related symptoms, including cough; shortness of breath or difficulty breathing; fever; chills; repeated shaking with chills; muscle pain; headache; sore throat; new loss of taste or smell. This symptoms list is not all inclusive and may change based on guidance from public health officials.
- Individuals experiencing any of the symptoms on the provided sheet should not proceed with reporting to work and instead should go home.
- If, after reviewing the symptoms screening sheet, the individual concludes that they do not have symptoms, they will complete a temperature check.

### **Temperature checks**

All individuals subject to this policy who seek to physically enter a Metro facility or who will be working in proximity with Metro employees, volunteers, interns, visitors or guests will be required to complete a temperature check prior to reporting to work.

- If the recorded temperature is under 100.4 degrees Fahrenheit or 38 degrees Celsius, the individual may enter the Metro facility.
- If the recorded temperature is at or above 100.4 degrees Fahrenheit or 38 degrees Celsius, the individual will not be allowed to enter the Metro facility and will be sent home.

### **Returning to Work**

Individuals who are sent home may return to work after a period of 72 hours or more once symptoms and/or temperature has subsided (i.e., is less than 100.4 degree Fahrenheit) without the use of fever-reducing or other symptom-altering medications and the individual has no noticeable symptoms of illness.

### **Sick time use and timekeeping**

Individuals should consult Human Resources staff regarding how time should be coded in the event an individual is sent home due to the outcomes of a symptom screening or temperature check. Work absences will be handled consistent with Metro policies and relevant collective bargaining agreements.

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## **RESPONSIBILITIES**

### **Employees**

- Follow procedures outlined in this policy and any department work rules and directives.
- Comply with policy requirements by completing symptoms screening and temperature check.
- Display provided screening check stickers at all times when working.
- Contact supervisors or designated safety coordinators with concerns and to report any observed violation of this policy.
- Communicate ways that may improve relevant processes and procedures with direct supervisor.

### **Supervisors**

- Encourage employees to stay home if they are sick or feel unwell.
- Ensure employees understand whistleblower protections and Metro's commitment against retaliation for making a complaint or identifying concerns.
- Ensure staff have proper resources and training to abide by guidelines.
- As required, provide information on resources, supplies and other materials in alternate languages.

### **Directors**

- Ensure implementation, communication of and adherence of policy with all direct reports.
- Respond effectively to infractions of this policy to reduce future risk and create a safer workplace.

### **Incident management team/Safety and risk management division**

- Provide work sites and facilities with supplies and resources such as thermometers, cleaning supplies, screening stickers and current symptom lists to comply with this policy.
- Training on how to use and clean thermometers.
- Develop resources, training and communication materials as required to support implementation and compliance of this policy.
- Update guidance for symptom screening and temperature checks as required.

### **Human Resources**

No documents should be generated by the implementation of this policy. However, to the extent any documents are created, they should be kept confidentially and in a separate medical file.

## **REFERENCES**

Conduct Expectations

Metro Resources: Acceptable Use policy

Records and Information Management policies and procedures