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	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 VI-445 High Contact Personnel policy. **No physical contact is to be made between the screeners or entrants upon entrance into the Vigor facility**
- Minimum PPE: Nitrile gloves, Safety glasses, N95 Mask or cloth face covering.
- Procedure for PPE (Start with clean washed hands)
 - Put on Nitrile gloves – Put on cloth face covering – Put on Safety Glasses/face shield
 - **Removing PPE is in the opposite order:**
 - Remove Glasses/face shield – Remove cloth face covering – 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 **not make physical contact** with the entrants while taking temperatures
- Temperature device is place approximately 2 inches from forehead 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 temperature scan to verify the elevated temperature.
 - If the temperature 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 PCP (Primary Care Provider)

Training:

- Personnel operating temperature scanners will be providing the following instructions
 - How to use of PPE, equipment, and PPE disposal procedures
 - How to properly to fill out denial letter and provide to entrant
 - How to 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.



Notification of Temperature Screening Scans > 100.0 Fahrenheit

NOTICE:

Date: _____

Time: _____

Name: _____

Company: _____

Supervisor / Manager: _____

Badge #: _____

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

Access denied due to the following reasons:

Did not answer "YES" in the affirmative that a self-assessment had been completed on the day in question.

Temperature reading >100 degree Fahrenheit: Scan reading: _____.

Due to your elevated temperature, you cannot enter a Vigor facility until you have consulted with a PCP (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.



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 (1-844-660-0089) 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 the HR Manager for your area