Screening Site Temperature Taking Procedure

All persons arriving to the hospitals or clinics will be screened for temperature pursuant to COVID-19 guidelines from the Hospital Command Center including, but not limited to, Visitor and Patient Entry Screening Guidelines and Screening for Healthcare Workers Prior to Entry into Hospitals and Clinics.

Temperatures will be taken for every person entering the screening site by either a hand-held thermometer or an automated thermal imaging fever sensor. The procedures for both temperature taking methods are outlined below.

Prior to using any temperature-taking method, the screeners shall:

- Perform hand hygiene with hand sanitizer on entry to the screening station.
- Wear a surgical face mask at all times.
- Perform hand hygiene on leaving and returning to the screening station, and if there is a concern at any time for hand contamination.
- Avoid contact (no touch practice) with all persons at the screening station. If contact is made, perform hand hygiene.
- Ensure that all persons in the screening station maintain a distance of at least 6 feet from other persons except while taking temperature with a hand-held thermometer.

Automated Thermal Sensor

Purpose: Allow rapid, no-touch temperature screening in high traffic areas to help prevent the spread of COVID-19. The device is the Intellisite Human Based Monitoring (hBM) thermal imaging device (the “device”).

The device does not store or retain images or other personal information.

- The device is considered medical equipment being used to prevent the spread of disease by screening for fever of persons coming to the hospitals and clinics.
- The device poses no health risks to anyone using it.

Procedure: At each shift, a screener will be designated to conduct all of the following. All screeners shall review the manual provided by the manufacturer of the device and be familiar with all requirements contained therein. The manual controls in the event of a conflict between the manual and these guidelines.

1. Check System Configuration and Set-up

   Ensure that all System components are present and assembled:

   - Thermal camera
- Universal IoT Gateway (UIG)
- Small form factor workstation
- Touchscreen display
- Cart
- Battery pack

**Ensure System Positioning:**
- For best results, the mobile cart needs to be placed about 10 ft to 16 ft away from the detection zone where persons will be scanned.
- The height of the thermal camera on mobile cart should be 8 ft from the ground.

**Ensure System placement:**
- Do not place the device in direct sunlight or near a window, reflective source, or heat source.
- The device must be in a climate-controlled location
- The device’s camera lenses should not be facing bright light behind the person being measured (e.g., should not be facing an uncovered window)

**Ensure System Powering Up:**
- Upon initial power up, the system will require 15 to 30 minutes to stabilize. If the environment is challenging, it may take up to 45 minutes to stabilize.
- System readiness is indicated by the status bar displayed on the bottom center of the screen. Red indicates the system is not ready for operation; green means the system is fully connected and scanning.
• The system is at optimal performance when the status bar is constantly on green. Consult with on-site supervisor if system is unstable, e.g., switching between green and red frequently. Staff should use hand-held thermometer until stability concerns are resolved.

2. Ensure System Calibration:
• Calibrate the system by having another screener staff person stand in front of the device’s camera AND read the screener’s temperature using a manual thermometer.
• Click the “Calibration” button at the bottom of the screen.
• Log into calibration with passcode 222222.
• Make sure the device’s “square box” shows the same temperature of the manual thermometer of the screener standing in front of the camera.
• If the temperature is off, use the + or – signs to make any necessary adjustments.
• Click “Return” and go back to normal mode.
• The system will remain calibrated as long as the physical location does not change, or the environmental temperature does not change dramatically. If there is a change in location or environment temperature, recalibrate the system.

3. Temperature Screening Process
• Fever can be detected on the side of the face, forehead, or neck area of a person entering the screening zone.
• The screen will display a red or yellow color change on the body area if elevated body temperature is detected.
• The device is set to display “Not Allowed” on a person if the temperature is 100.0°F or higher, and “Allowed” for temperatures less than 100.0°F
  o A “Not Allowed” reading could be detected on the foot, hand, phone, jewelry, eyeglasses, and on a hot beverage.
• If a person is identified as “Not Allowed,” ask the person to come to a side location for temperature re-check using a hand-held thermometer following the process for hand-held thermometer below.
• If the temperature is 100.0°F or higher on the hand-held thermometer, please refer to the following guidelines for further direction:
  1. Screening for Healthcare Workers Prior to Entry into Hospitals/Clinics
  2. Visitor and Patient Entry Screening Guidelines

4. Clean the Device at the end of each shift:
• Review and follow system manual for cleaning instructions for all components.
• Cleaning and disinfecting for all components is a three-step process:
  a. Perform hand hygiene
b. Clean - with a new wipe or cloth, use a rub or scrub motion to remove debris from all components. Do not use alcohol to clean the screen.

c. Disinfect - with a new wipe or cloth, use a rub or scrub motion. To thoroughly disinfect, the object must be wet for 1 minute and then air-dried.

**Hand-Held Thermometer (Masimo)**

**Temperature Taking Process:**

1. If any person is wearing a hat or garment covering the skin, allow the skin where the thermometer will be pointed to be exposed to the air in the room for 5 minutes prior to taking reading. If accommodation is requested, obtain temperature using an oral or contact thermometer.
2. If skin is damp, please ask person to dry the skin.
3. There should be no hair in between skin and thermometer (individual must move their own hair).
4. Hold thermometer ½ to 2 inches from forehead (or neck if neck reading). Be sure thermometer is perpendicular to the skin surface.
5. Press button and immediately release
6. Keep thermometer at ½ to 2 inches from the skin until you hear 2 beeps (a couple of seconds)
7. Read Thermometer
   - If the reading is “lo” repeat the process with care to keep the thermometer 2 to 3 inches from the skin while it is reading the temperature. There may be a need to use a different location, adjust the distance, or adjust the angle of the thermometer.
8. If the temperature is 100.0°F or higher, please refer to the following guidelines for further direction:
   - Screening for Healthcare Workers Prior to Entry into Hospitals/Clinics
   - Visitor and Patient Entry Screening Guidelines

**References:**

Screening for Healthcare Workers Prior to Entry into Hospitals/Clinics

Visitor and Patient Entry Screening Guidelines

Rev. 7.5.20