We are committed to all our employees’ health and safety. In compliance with our state’s regulations and to ensure we are protecting employees as much as possible, every team member will have to complete a self-administered temperature check and health questionnaire BEFORE we go to our work areas.

**Take Your Temperature**

The thermometer at this facility is a contact-less version.

- Power it on.
- Aim it 1-2 inches from your forehead.
- Press and hold the start button for one second.

**Submit your Results**

Using your phone, go to the following site (or scan the QR) to submit your temperature reading and to complete the screening questions.

**Cleanup**

Please use an alcohol swab to wipe down the thermometer and any areas that you might have touched. Throw it in the trash.

We’d also recommend washing your hands before entering the workspace.

Passed?

If you **passed** today’s screening, please put on the appropriate wristband.

If you **did not pass**, please exit the room and then immediately leave the building.

If you have questions or if you are directed to, please text the HR Director.
DENVER METRO CHAMBER MANDATORY FACILITY TEMPERATURE CHECK POLICY

We are committed to all our employees’ health and safety. In compliance with our state’s regulations and to ensure we are protecting employees as much as possible, every team member will have to complete a self-administered temperature check and health questionnaire BEFORE we go to our work areas. Below is more information about that process:

1. Employees may take their temperature and fill out the symptom check form at home within one hour of their anticipated arrival time at the office or in-person at the designated testing areas on the 4th or 5th floors of the Chamber office (map provided below) upon arrival at the office (before moving to their workspace)
2. Results must be submitted daily within 15 minutes of temperature check.

Whether you take your temperature at home or in the office, we suggest using your phone to access the form for submitting your results.

3. Temperature and symptom check must be completed, recorded and submitted before an employee can move into their workspace

*Temperature checks at home: if you choose to complete a self-administered temperature check and complete the intake form from home, please ensure that you can enter the office within an hour of your temperature check. Once in the building you will need to wear a wristband. Placing wristband on your left wrist which designates you have completed the necessary daily checks.

Daily Temperature and Symptom Check Form:

The symptom form and a thermometer will be available in your designated testing areas (which are shown on the maps below with entry and exit flow highlighted in yellow) on the 4th and 5th floors (you should use the one on the floor where your workstation or office is located). You may also complete this process at home using your own thermometer and completing the form on-line just prior to coming into the office. (You must answer the questionnaire and complete the form within the hour of when you intend to enter the office. Otherwise, you will need to use designated locations in the office.)

On the form, you will be asked to respond to the following questions:

1. Your Full Name
2. Today’s Temperature Reading
3. Have you experienced any of the following symptoms in the last 24 hours?
   - Dry Coughing
   - Shortness of breath / difficulty breathing
• Sore Throat
• Loss taste or smell
• Nasal congestion
• Repeated shaking with chills
• Muscle pain

4. Temperature of 100.4 or higher-respond yes or no
5. Temperature of 99.2 or higher, but less than 100.4-respond yes or no

If your answer is yes to #4 on the form, you must contact our HR director, who will contact your supervisor to let him or her know you can’t come into the office. If you are in one of the designated areas at this time, you must exit the building and contact the HR Director after leaving. You can text the HR director.

If you answer is yes to #5 on the form, you may enter the workspace, but you will be asked to monitor your temperature twice a day for a minimum of 7 days and until your temperature normalizes. Additionally, you will need to send a text the HR Director with your results and wait for further instruction.

Employees who pass the temperature and symptom check by registering a temperature below 99.2 and not exhibiting any symptoms must place the appropriate colored wristband for the day on their left wrist, clean all equipment (thermometer and table) with provided alcohol swabs and proceed to their work area. If you completed and submitted your temperature and symptom check at home, please enter the space and put the appropriate wrist band on your left wrist.

For non-exempt employees, time dedicated to completing your temperature check, filling out the form and waiting in line for a temperature check is counted as work time, so please count those minutes towards your daily and weekly hour totals.

This policy was created using guidance of the Center for Disease Control and Prevention (CDC) for temperature checks. We will continue to update our policy and approach based on CDC direction and advice.

If the person reports a temperature outside of the normal band:

a. If your temperature is between 99.2 degrees and 100.4 degrees:
   i. Record temperature and symptoms using intake form, text the HR Director (advised to monitor 2x day for a week)
   ii. Put on wristband of the day on left wrist to show you have completed the scan
   iii. Clean the thermometer and keyboard with alcohol swab
   iv. Exit out designated door for one-way traffic flow
b. If your temperature is **100.4 degrees or higher** or if you report experiencing two (2) or more of the symptoms:
   i. Record temperature and symptoms via the intake form
   ii. Clean the thermometer and keyboard with alcohol swab
   iii. Exit out designated door for one-way traffic flow
   iv. Leave immediately (does NOT access the office space) to go back home
   v. Text the HR Director (you will be advised to stay home until fever free and not exhibiting other symptoms for at least 72 hours, if after 72 hours your symptoms have not subsided a release from your primary care physician will be required.
   vi. HR Director to contact appropriate senior staff member
   vii. Exit out designated door for one-way traffic flow

The Chamber will maintain and monitor a health screening log for any employee that test 100.4 or higher. This data will be kept to ensure compliance with orders and assist with tracking requirements for the State of Colorado. This information is considered confidential and will be maintained separately from the employees official personnel file and will only be used to meet the mandate of the pandemic. This information is collected for the purpose of aligning with health orders released by the State of Colorado and in order to help keep each other safe in our workplace.

**Handling of positive cases:**

Once the Chamber knows there has been exposure in the workplace, staff will be provided with information about the locations the employee was in or the equipment he or she had access to, we will not disclose anyone’s identity.

Additionally, all staff should understand that screening employees temperatures and symptoms is just one of the screening strategies that employers may utilize and will not completely mitigate the risk of contagion, as some people with COVID-19 do not have a fever and may also otherwise be contagious without experiencing any symptoms.

This policy will be reviewed continuously and updated given guidance by CDC and health and government officials. This policy can be changed without prior notification and updated as needed to meet new requirements or recommendations under the law.