City of Downey

MEMORANDUM

CITY MANAGER'S OFFICE

Date: June TBD, 2020

To: All

From: Gilbert A. Livas, City Manager

Subject: **COVID-19 Non-Contact Temperature Screening Procedures**

On March 18, 2020, the City Manager, acting as the Emergency Services Director pursuant to Downey Municipal Code section 2434, declared a Local Emergency in the City of Downey as a result of the COVID-19 pandemic. The Local Emergency was ratified by the City Council on March 24, 2020.

On June 4, 2020, the City Manager, acting as Emergency Services Director, issued Emergency Order No. 2, which was ratified by the City Council on June 9, 2020, requiring non-contact temperature screening and face coverings for all individuals entering any City facility to protect the health and safety of City employees and members of the public.

The purpose of these procedures is to establish protocols and best practices for the temperature screening process as required under Emergency Order No. 2. These procedures are effective June 1, 2020 and shall remain in effect until Emergency Order No. 2 expires.

The City intends to fully comply with any and all applicable laws, including but not limited to the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 and the Fair Employment and Housing Act (FEHA) in the administration of these procedures.

General Provisions

1. At each City facility and worksite, the City will post signage informing employees and members of the public of the City's policy requiring face coverings and non-contact temperature screening prior to being allowed to enter City facilities or worksites.

2. Members of the public and employees entering City of Downey facilities shall be required to participate in a non-contact temperature screening as a condition of entry. All entry will be limited to a single point of entry to allow monitoring.

3. Employees and members of the public who are waiting for temperature screening must adhere to the social distancing requirements by remaining at least six feet apart from any other individual.

4. Each facility shall have an assigned temperature screener who has been trained on these procedures and the operation of the non-contact thermometer. Temperature screeners will not have any direct physical contact with individuals during any part of the screening process.

5. The temperature screener will wash his/her hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol, put on a Fire Department-approved face mask, eye protection, and disposable gloves.

6. The temperature screener will make a visual inspection of the individual for signs of illness, which could include flushed cheeks or fatigue, and confirm that the individual is not experiencing coughing or shortness of breath.

7. Then the temperature screener will take the individual's temperature. Temperature screener will only state the temperature reading upon request of the screened individual in a manner to ensure privacy of the reading. Those with an elevated temperature (results at or above 100.4 °Fahrenheit, 38 °Celsius) shall not be permitted to enter any City facility.

8. The assigned temperature screener shall be responsible for limiting the number of people in the facility based on established occupancy limits. Screeners may prioritize access to members of the public based on the transaction they are completing and the current occupancy of the facility.

9. To protect the privacy of those submitting to temperature screening, one individual will be allowed to enter the facility at a time. The exterior door is to be shut in between screenings to shield screening results from others waiting for entry. All others awaiting access to the facility must wait in line in the designated area outside the facility until instructed to enter.

10. Thermometers are to be disinfected per the manufacturer's instructions prior to opening the City facility, periodically throughout the day, and at the close of business.

11. Members of the public refusing to submit to the non-contact temperature screening process shall be directed to leave the City facility and will be provided a list of alternate means for conducting business with the City.

Results at or above 100.4 °

1. Those with an elevated temperature (results at or above 100.4 °Fahrenheit, 38°Celsius) shall be asked to step aside to a predetermined area. This area will

be at the entry of the facility a minimum of 6 feet from all employees and members of the public.

2. Individuals will be asked to stay in the designated area for a minimum of 3 minutes to allow a cool down period for a recheck of temperature.

3. If temperature remains in excess of establish limit, the individual will be directed to leave the City facility and will be provided with list of alternate means for conducting business with the City. The individual will be instructed that he/she may return to the City in 72 hours once their fever has subsided and there are no other signs of illness.

A copy of these procedures shall be kept at each temperature screening site and posted on the City's website. Any questions regarding these procedures shall be directed to James McQueen, Human Resources Director (562) 904-7292 or Vaniah De Rojas, Assistant to the City Manager, (562) 904-7284 for questions related to this procedure.

Director of Emergency Services

Gilbert A. Livas **City Manager**	6/30/20 **Date**	4:00 pm **Time**