



Employee Self-Screening Station

Hello, all employees are required to complete a temperature check and health screening review prior to each work shift. It is the expectation of the City and your coworkers that all employees are healthy and fever free when at work. Please follow the 3 step self-screening process below.

Step 1 Disinfect Hands

Step 2 Take your Temperature

- Using thermometer provided, make sure the unit is set to “body”, place the unit 1-2 inches from your forehead, pull the trigger switch to take your temperature. Thermometer instructions may vary from unit to unit.
- If your temperature is below 100.4° F proceed to Step 3
- If your temperature is at or above 100.4° F repeat the test.
- If the second reading is at or above 100.4° F notify your supervisor for direction, return home or seek medical attention.

Step 3 Review Health Screening Questions

- Do you have a SORE THROAT?
- Are you short of breath?
- Do you have NEW ONSET symptoms including COUGH, CHILLS, BODY ACHES, HEADACHE, DIARRHEA, NAUSEA/VOMITING, OR RUNNY NOSE not associated with seasonal allergies?

Employees with any of the symptoms listed above OR a temperature at or above 100.4°F will be required to take leave until the symptoms subside. Immediately notify your supervisor of your work status. Employees are not to return to work until they are symptom free for 72 hours.

Remember to review the City’s Face Covering and Physical Distancing policies.