

### Temperature Screening Process - EMEA

1. Volunteers at the plants should be identified to take employee and allowed visitor temperatures. Temperatures should be taken once per day. Volunteers can come from any level of the organization. Hourly workers would be paid if they administer temperature screenings.
2. Employee screenings will occur at the beginning of every employee's work shift or workday. Direct employees should clock in and be paid while waiting in line to be screened.
3. All employees should enter the building in the designated location(s). Plants may restrict entrances to be able to staff the entrances with enough volunteers. Each location needs to determine where employees should wait to maintain social distancing and keep them out of inclement weather.
4. Employees should not wear hats, earmuffs, or other head clothing and their face should be clean and free from sweat. They should enter the screening area for a few minutes to adjust to the temperature.
5. For planning purposes, it takes about 20-30 seconds per employee for screening. If you are using alcohol wipes to disinfect thermometers, you can expect another 30—60 seconds per employee for it to dry. For larger facilities, it is recommended to have multiple volunteers available to administer the temperature screenings.
6. Volunteers are required to wear nitrile gloves and a N95 or equivalent dust mask. If N95 dust masks are not available to use, alternative of using an elastomeric respirator with P100 cartridges can be used after passing medical clearance, fit-testing and training. See your EHS Manager about these requirements.



a.

Elastomeric respirator



N95 Dust Mask

7. Volunteers will be required to be medically cleared for respirator use (personal information is confidential) following existing processes in each European country. They will also be trained on respirator use and be fit tested. EHS will complete respirator training.
8. The volunteers need to have several supplies on hand to begin screening.
  - a. Extra masks and gloves
  - b. Thermometers
  - c. Covers or lens filter for thermometers
  - d. Garbage collection
  - e. Cleaning supplies and wipes

9. As employees approach the volunteer, the volunteer should ask each employee “do you feel feverish or have the chills? Do you have a dry cough, shortness of breath or fatigue?”
  - a. If yes, the employee should be asked if they took their temperature at home and what the temperature is. If their temperature is 38C or higher, then the employee should be sent home to minimize potential exposure to the volunteer as much as possible. The point is that if an employee is ill, they shouldn’t needlessly expose others.
  - b. If no, follow the procedure outlined below.
10. Volunteers then administer the temperature screening as outlined below. The employee temperature should be viewed by the volunteer and shown to the employee. Temperatures cannot be recorded.
11. The temperature screening can happen in a variety of ways depending on supply availability.
  - a. Start with a non-contact infrared thermometer. The point of the thermometer should be 1 inch from the employee’s forehead following manufacturer recommendation. Stand an arm’s length away. Aim the infrared to be slightly above and between the eyebrows.
  - b. If the non-contact thermometer reading is 38C or higher, then administer another test to confirm a fever using either a temporal (forehead wipe) or tympanic (ear) thermometer. Temporal thermometers can be cleaned with an alcohol wipe or swab and allowed to dry for 30 seconds to one minute. If using a tympanic (ear) thermometer, discard the tips.
  - c. If a non-contact infrared thermometer is not available, conduct temperature readings using temporal or tympanic (ear) thermometers. Covers will need to be discarded after each reading, or the thermometer will need to be disinfected after each reading, allowing the alcohol to dry for 30 seconds to one minute. It may be useful to have multiple thermometers available to speed up the process.
12. Should an employee register a temperature of 38C or higher, the employee will be asked to go home or to the isolation area if they need to arrange for a ride or are too ill to drive. A list of names of employees going home needs to be sent to the HRBP immediately after the screenings are done for each shift start. After each high temperature reading, the volunteer should change gloves, face mask and disinfect the thermometer completely.
13. If an employee refuses to have their temperature taken, the employee will not be able work that day. The employee may use PTO for the day. Indirect employees who refuse screenings will be able to work from home (if approved by their manager), and if this is not feasible, they may also use PTO for the day. The appropriate HRBP should be notified and will follow up with the employee refusing screening.
14. Temperature readings are not to be recorded. All results are confidential.
15. Garbage collected during the screenings should be removed at the end of each shift screening. Garbage can be discarded in regular trash but should be in tied plastic bags.