

## Temperature Checks Procedure

**Purpose:** The purpose of this procedure is to detail the safe and correct method required when using your work Thermometer to check the temperature of employees and others.

**Scope:** This procedure is applicable to all Pinnacle Health Group employees including Supported Employees, contract staff and casuals. It also applies to agency employees, contractors, visitors and clients attending a Pinnacle Health Group site.

**Site Access:** Where possible, all sites are to restrict access to the facility to a single-entry point. The identified entry point(s) are to be clearly sign-posted, and all other entry points are to remain locked with "No Entry" signage.

### Procedure:

#### Taking temperatures

- The Practice Manager/ Front Desk staff member in charge must thoroughly wash their hands with soap (20secs) and wear a face mask before commencing this process
- Practice Manager/ Front Desk staff member are to hold the Thermometer (10 – 30mm) away from a person's forehead – there should be no touching of the persons skin – any hair should be moved aside.
- Practice Manager/ Front Desk staff member allocated to take temperatures must read and understand how to use the allocated thermometer prior to using it. *Always refer to the user instructions of your site thermometer for correct use.*
- Team members/ client's temperatures are to be taken at the entrance, before entry into a site (where practical).

If anyone returns a reading of 37.8° or above, ask them to wait in a separate room or outside if appropriate enforcing social distancing. Retake the temperature after 5-10 minutes.

***If the reading is 38° or above, the attendee must not enter the site and will be instructed to leave the site immediately. Attendees who return a reading of 38° or above will be required to immediately seek medical advice and will need to be cleared to return to work in line with Government protocols.***

***A visitor with a reading of 37.8° or above will not be granted access to the site.***

#### Documentation:

All readings of 37.8° or above are to be recorded on the 'Temperature Check Daily Record' and kept with the Practice Manager.



inspiring healthy change.

### Temperature Check Daily Record

Date:		Shift time:	
Staff taking Temp:			

Please read '**Employee Temperature Checks Procedure**' before recording  
 This is to be used for employees who record a temperature of 37.8° or above

Employee/Attendee	Temp check 1	Temp check 2	Action taken (i.e. employee sent home)