



First In Service

City of Myrtle Beach
SOUTH CAROLINA

Employee Thermometer Procedures

Effective 04-20-2020 until further notice.

Employee temperatures shall be taken and documented daily until further notice.

Procedure

1. Departments have been provided a Braun Thermoscan IRT-6515 ear thermometer for employee use. In addition, you will each be issued a personal tip for you to use with the thermometer. It is your responsibility to keep this tip for each reuse and clean as necessary.
2. The supervisor will enter the date and employee name on the COVID Temperature Log. The supervisor will ensure every employee takes their temperature at the beginning of the workday.
3. The employee will enter their temperature on the COVID Temperature Log in the "Start Temp" box and initial the entry. If an employee's temperature is greater than 100° F the employee cannot work and must isolate in their vehicle immediately. The supervisor shall notify their next in command and provide the names of those employees that were in close contact of the employee who has the high temperature reading. The department head, or designee, should contact the City's Infection Control Nurse at 843 602-6459 for further direction.
4. At the end of the workday, the supervisor will ensure each employee retakes their temperature. The employee will enter their temperature on the COVID Temperature Log in the "End Temp" box and initial the entry. For employees whose shift passes midnight and the end date is different from the start date, the same line as the starting temperature shall be used.
5. If an employee's temperature is greater than 100° F they must isolate in their vehicle immediately. The supervisor shall notify their next in command and provide the names of those employees that were in close contact with the febrile employee. The department head, or designee, should contact the City's Infection Control Nurse at 843 602-6459 for further direction.
6. The supervisor is responsible for maintaining the log. The log should be secured and all attempts to maintain privacy shall be taken.
7. Employees shall wash or sanitize their hands immediately after handling the thermometer.
8. For more information visit:
https://www.braunhealthcare.com/media/advancedbundles/download//b/r/braun_irt6515am_owners_manual.pdf

