



HPW ADMINISTRATIVE PROCEDURE
PANDEMIC BODY TEMPERATURE
SCREENING PROCEDURE 6-7
EFFECTIVE DATE: UPON APPROVAL

1. PURPOSE

Provide guidelines for body temperature screenings of people entering Houston Public Works' (HPW or department) buildings and facilities (premises) during pandemics.

2. SCOPE

All full-time employees, part-time employees and temporary employees of Houston Public Works as well as contractors, tenants, guests and visitors entering the premises.

3. OBJECTIVE

Minimize exposure and impact of the pandemic to the department by screening and identifying persons who may be contagious.

4. DEPARTMENT RESPONSIBILITIES


- 4.1. Department Director or designee (Director) shall assign a person (monitor) to measure the body temperature of individuals (screen) entering premises where pandemic temperature readings are to be performed.
- 4.2. Provide designated monitors with no-contact thermometers (thermometer) that eliminate the need to have physical contact with the person being screened.
- 4.3. Train monitors in the proper use of the thermometer and in the methods for taking temperatures so there is consistency in the process.
- 4.4. Provide monitors with all necessary personal protective equipment and sanitizers to enable them to perform screening in a safe manner.
- 4.5. Provide monitors with a form (Attachment A - Screening Register) to record the name and ID numbers of City employees exhibiting elevated body temperature readings and of those responding positive to the required questions. Do not record information for non-City employees.
- 4.6. Submit screening information gathered daily in the form of the Screening Register signed by the monitor and department representative to the Houston Public Works Resource Coordinator.

5. MONITOR'S RESPONSIBILITIES

- 5.1. Wear necessary personal protective equipment provided by the department while performing screenings.
- 5.2. Conduct screenings at the premises at the scheduled times assigned by the Director and in accordance with the screening process set forth below in Section 6.
- 5.3. Keep temperature readings and other screening measures recorded confidential.
- 5.4. Ensure social distancing at screenings of at least six feet apart while people stand in line.
- 5.5. Not have any physical contact with persons being screened.

6. SCREENING PROCESS

- 6.1. Monitors are to take the body temperature of individuals entering premises and ask the required questions listed in Section 6.3 below. Non-City employees failing the screening measures are to be requested to leave the premises and no information is to be gathered from them.

APPROVED: 	DATE APPROVED: 4/7/2020
--	----------------------------

6.2. Persons refusing to answer the required questions or refusing to be screened shall be denied entry into the premises.

6.2.1. If a person being screened records a body temperature reading equal to or greater than **100.4° F or 38.0° C**, the monitor is to **deny the individual entrance** to the premises and:

- a. If the person is a HPW employee:
 - Record employee's name and City ID number on the HPW section of the Screening Register (Section D) along with the other information requested (Note: numeric temperature readings are not to be recorded -instead the letter "T" is to be used to notate where entrance was denied due to elevated temperatures).
 - Immediately refer such employee to Houston Public Works Resource Coordinator or employee's supervisor.
- b. If the person is not a HPW employee but is another City department employee:
 - Record that employee's name, City ID number and other information requested on the Shared Facilities section of the Screening Register (Section E). Do not record numeric temperature readings - instead use the letter "T" to notate that entrance was denied due to elevated temperatures.
 - Provide employee information (if available) for employee to contact their respective FMLA Coordinator for further instructions.

6.3. In addition to taking temperatures, monitors are also required to ask the following of all individuals entering premises:

6.3.1. Required Questions:

1. Have you had fever in the last 72 hours?
2. Do you feel sick?
3. Have you traveled outside the State of Texas in the last 14 days?

6.3.2 If the person answers "Yes," the monitor is to deny such person entrance to the premises and:

- a. If the person is a Houston Public Works employee:
 - Record employee's name and City ID number on the HPW section of the Screening Register (Section D.) along with the other information requested.
 - Immediately refer such employee to the Houston Public Works Resource Coordinator or employee's supervisor.
- b. If the person is not a Houston Public Works employee but is another City department employee:
 - Record employee's name and City ID number on the Shared Facilities section of the Screening Register (Section E.) along with the other information requested.
 - Provide employee with information (if available) for employee to contact their respective FMLA Coordinator for further instructions.

7. AUTHORITY

7.1. U.S. Equal Employment Opportunity Commission - employers may implement temperature screening measures in response to the current COVID-19 pandemic.

8. ATTACHMENTS

8.1. Attachment A - HPW Register and Shared Facilities Register

8.2. Attachment B - Human Resource Department Coordinators/ FMLA Coordinators by Department.

**ATTACHMENT A
SCREENING REGISTER**

A. HOUSTON PUBLIC WORKS RESOURCE COORDINATOR

Name Noel Freeman
Office 832.394.9010

E-Mail Noel.Freeman@houstontx.gov
Cell 713.899.9085

Other Useful Numbers _____

B. REQUIRED QUESTIONS

1. Have you had fever in the last 72 hours?
2. Do you feel sick?
3. Have you traveled outside the State of Texas in the last 14 days?

If person answers **Yes** to any of the above questions you must:

1. **Deny the person entrance** to the premises.
2. Record employee name and City ID in the respective section of the register (Section D for HPW employees, Section E for other City employees).
3. Enter the number of the question(s) with a yes response in Reason Entrance Denied column of the register; and,
 - a. If person is a HPW employee, refer employee to the Houston Public Works Resource Coordinator;
 - b. If from another City department, advise person to contact their respective Human Resource coordinator for further instructions.

C. TEMPERATURE SCREENING

Use thermometer to scan ALL persons entering premises. If the temperature is **equal to or greater than 100.4° F or 38.0° C**, you must:

1. **Deny the person entrance** to the premises.
2. Record employee name and City ID in the respective section of the register (Section D for HPW employees and Section E for other City employees).
3. Enter the letter "T" into the column titled Reason Entrance Denied of the register; and,
 - a. If person is a HPW employee, refer employee to the Houston Public Works Resource Coordinator;
 - b. If from another City department, advise person to contact their Human Resource coordinator.

D. HPW REGISTER (List Houston Public Works Employees Denied Entrance and Reason)

Location: _____ **Gate/Entrance:** _____

Print Monitor Name / ID No.: _____ **Date:** _____

Time	Employee's Name	Employee ID	Reason Entrance Denied: • Temperature – Only enter "T" • Questions – Number only (example:1,3)

Signatures:

Monitor

Date

HPW Representative

Date

FMLA COORDINATORS BY DEPARTMENT



Department	Name	Email	Office Phone
All Depts.	Martinez, Sergio - HR	Sergio.Martinez2@houstontx.gov	(832) 393-7223
ARA	Martinez, Sergio - HR	Sergio.Martinez2@houstontx.gov	(832) 393-7223
City Council	Martinez, Sergio - HR	Sergio.Martinez2@houstontx.gov	(832) 393-7223
City Secretary	Martinez, Sergio - HR	Sergio.Martinez2@houstontx.gov	(832) 393-7223
Controller	Zeno, Sandra - HR	Sandra.Zeno@houstontx.gov	(832) 393-3443
DON	Harris-Hoskin, Yolanda - HR	Yolanda.Harris-Hoskin@houstontx.gov	(832) 393-6052
FIN	Martinez, Sergio - HR	Sergio.Martinez2@houstontx.gov	(832) 393-7223
FMD	Harris-Hoskin, Yolanda - HR	Yolanda.Harris-Hoskin@houstontx.gov	(832) 393-6052
GSD	Rojas, Reina - HR	Reina.Rojas@houstontx.gov	(832) 393-6532
HHD	Johnson, Valerie - HR	Valerie.Johnson@houstontx.gov	(832) 393-4889
HITS	Martinez, Sergio - HR	Sergio.Martinez2@houstontx.gov	(832) 393-7223
HAS	Maldonado, Ana - HR	Ana.Maldonado@houstontx.gov	(281) 233-1615
HEC	Blackshear, Shirley - HEC	Shirley.Blackshear@houstontx.gov	(832) 393-2772
HFD *(A-L)	McGruder, Gail - HR (A-L)	Gail.McGruder@houstontx.gov	(832) 394-6627
HFD *(M-Z)	Dimas, Claudia - HR (M-Z)	Claudia.Dimas@houstontx.gov	(832) 394-6879
HCD	Benson, Sharon - HCD	Sharon.Benson@houstontx.gov	(832) 394-6127
HPD	McMichael, Joanne - HR	Joanne.McMichael@houstontx.gov	(832) 393-8854
HPL	Alvarez, Sharon - HR	Sharon.Alvarez@houstontx.gov	(832) 393-1351
HPW	Thomas, Janice - HR	Janice.Thomas@houstontx.gov	(832) 393-6035
HRD	Martinez, Sergio - HR	Sergio.Martinez2@houstontx.gov	(832) 393-7223
LGL	Izaguirre, Fabian - LGL	Fabian.Izaguirre@houstontx.gov	(832) 393-6214
MYR	Martinez, Sergio - HR	Sergio.Martinez2@houstontx.gov	(832) 393-7223
MCD	Martinez, Sergio - HR	Sergio.Martinez2@houstontx.gov	(832) 393-7223
OBO	Martinez, Sergio - HR	Sergio.Martinez2@houstontx.gov	(832) 393-7233
PARD	Lopez, Karen - HR	Karen.Lopez@houstontx.gov	(832) 395-7111
PDD	Rojas, Reina - HR	Reina.Rojas@houstontx.gov	(832) 393-6532
SWM	Lopez, Karen - HR	Karen.Lopez@houstontx.gov	(832) 395-7111

*Based on Employee's Last Name