

Employer COVID-19 Worksite Temperature Screening Logistics Checklist

COVID 19 Screening Set Up	Complete
Identify who is to be screened	
• Employees	
• Vendors	
• Visitors	
What times of day will screening be available	
What entrance(s) will screening occur at	
Items needed for screening:	
• Well ventilated space if possible	
• Thermometer	
• Masks for screeners – procedure masks grade	
• Gloves for screeners – As needed (not required for screening)	
• Mask policy – required for employees/visitors?	
• Approved equipment cleaning agent	
• Approved workstation cleaning agent	
• Garbage can and liners	
• 60% alcohol based hand sanitizer	
• Kleenex	
• Established policy for employees who are sick or screen sick	
• Signage	
Who will do the screenings	
How many screeners are needed for effective entrance flow	
Training needed for Screeners	
• Equipment and supply location	
• Proper use of Equipment	
• Cleaning of equipment between screenings	
• Trouble shooting equipment issues or who to call	
• Donning and Doffing of Personal Protective Equipment (PPE) if required	
• Cleaning/Disinfecting of screening location and supplies	
• Where to send individuals if temp noted greater	
• Masks storage to extend use	
• Easily Laundered clothing	
• Additional questions the screeners might ask - attestation	



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