

Subject :	TAKING TEMPERATURES		
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Policy

1. You must wear a mask (covering your nose & mouth) when taking an employee's or manager's temperature.
2. You are not allowed to diagnose what may or may not be afflicting the person who has a temperature that exceeds 100.4°F (38°C).
3. The [Self Health Screening Form](#) is to be filled out by anyone who has a fever or signs of illness.
 - a. This form does not need to be filled out if an employee (or manager) does not have a fever or displays signs of illness.
 - b. The form shall not be used until all employees (including new hires) have been informed in advance of the Company's plan to take temperatures.
 - c. The information gathered on this form is confidential and shall not be shared with other managers or employees.
4. Safety Manager or Human Resources shall administer the temperature taking using a non-contact thermometer. This infrared thermometer is specially calibrated to produce an oral equivalent value of the employee's temperature, so there is no need to adjust up or down. Please be sure to follow the instructions below.
5. At this time, contactless temperature taking and asking questions from the Self Screening Form are the only medical examinations that Momofuku is conducting in connection with COVID-19. Our protocol may change depending on guidance from governmental agencies.
6. Managers and employees should be encouraged to take their own temperature and self-monitor for signs of illness, including completing a Self Screening form, prior to reporting to work. Managers and employees should also self-report other symptoms of COVID-19 or communicable illness, as fevers are not always present in COVID-19 cases.

Equipment/Tools Needed

Consider new equipment/changes to the physical space that may need to be procured, such as:

- Contactless Thermometers (ex: WAND® Non-Contact, Digital Forehead [Thermometer](#))

Procedure

1. Temperature taking should be conducted before the start of an employee's shift.

- Temperatures should be taken at the initial point of entry before the employee enters the workspace.
- 2. For temperature taking, hold the non-contact thermometer 1 ½ inches (3.8 centimeters) away from one of three areas on the employee's head:
 - Middle of the forehead, approximately 2 inches (5 centimeters) above the eyes.
 - Temple (this is the side of the head, located about midway between the eye and the ear).
 - Behind the earlobe.
- 3. Temperature checks will be required for all employees and managers. If you are taking an employee or manager's temperature, you must take all scheduled employees' temperatures each day.
 - The average temperature is 98.6⁰ Fahrenheit (37⁰ Celsius).
 - Record all temperatures as either "above" or "below" 100.4°F (38°C) as this allows for the thermometer's 4/10 degree Fahrenheit accuracy range.
- 4. All employee medical information must be kept confidential. A log should be kept of all temperature records; this log must be kept separate from other employee personnel records and adequate security precautions must be taken to ensure that there is no unauthorized access to this record. Only the Safety Manager, General Manager, Executive Chef, or members of the corporate Operations and Human Resources teams may access this information.
- 5. Keep records of anyone who refuses to have his or her temperature taken.
 - If an employee refuses to have their temperature taken, they are prohibited from entering the workplace and must be sent home.
- 6. Please be aware that sending an employee or manager home may mean that this person may be entitled to paid leave under the FFCRA, state, or local law. Please check with your HR Partner to confirm.

Supporting Materials (Logs, Signage, Training & Locations, etc)

- [Employee Temperature Log](#)
- [Self Health Screening Form](#)

Accountability (how the SOP will be enforced/managed)

- Safety Manager, with the assistance of a Manager on Duty, is responsible for implementation of proper temperature taking procedures.

Sources

- [Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#)
- [CDC COVID-19 Self Checker](#)