

**CITY OF CHICO**  
**Administrative Procedure and Policy Manual**

Subject: Protocols for Temperature Testing and Screening for Symptoms Associated with COVID-19	Number: 13-61
	Effective Date: June 1, 2020
Department(s) Affected: All Departments	Supersedes: N/A
Authority: Section 2.12.010 Chico Municipal Code	File Reference: COVID-19
	Approved: <i>Mark Orme</i>

**I. PURPOSE**

The purpose of the California Occupational Safety and Health Act of 1973 is to assure safe and healthy working conditions for all workers. (Labor Code § 6300, et seq.)

The Centers for Disease Control and Prevention (“CDC”) currently identifies the following symptoms as being associated with COVID-19:

- Fever, defined as 100.4 degrees Fahrenheit or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Further, the CDC has identified the following gastrointestinal symptoms, which are less common, but still associated with COVID-19:

- Nausea
- Vomiting
- Diarrhea

Each of these symptoms is hereinafter referred to as a “symptom associated with COVID-19.”

The CDC and the California Department of Public Health recommends that employers, including public entities, implement measures designed to prevent or reduce the transmission of the virus that causes COVID-19 between and among employees and at the workplace. One method for doing so is to require that employees submit to temperature testing and certify the absence of symptoms associated with COVID-19 prior to being allowed to enter any City facility or worksite.

**II. POLICY**

The purpose of this policy is to prevent any individual who presents a fever or certifies that they have presented a symptom associated with COVID-19 from entering a City facility or worksite in order to ensure the safety and health of City workplaces.

### **III. PROCEDURE**

Pursuant to Labor Code section 6300, et seq., and consistent with guidance provided by the Equal Employment and Opportunity Commission ("EEOC") and the Department of Fair Employment and Housing ("DFEH"), the City is authorized to adopt this temperature testing and COVID-19 screening policy in order to ensure that individuals who present symptoms associated with COVID-19 do not enter City facilities or worksites and to provide a healthy and safe workplace for City employees who use such facilities and worksites.

The City intends to fully and faithfully comply with any and all applicable laws, including, but not limited to, the Americans with Disabilities Act ("ADA") and the Rehabilitation Act of 1973, and the Fair Employment and Housing Act ("FEHA") in the administration of this policy and associated protocol.

#### **Scope of Coverage:**

This policy and its requirements apply with equal force and effect to all City employees in order to enter a City facility or worksite. No employee will be exempted from the requirements set forth in this policy.

Unless otherwise stated, this policy and its protocols will also apply to members of the public and visitors to City facility or worksite.

#### **Effective Dates:**

This Policy shall be effective immediately upon adoption and shall remain in effect until the City Manager advises employees that the Policy is no longer operative due to the end of the present public health emergency.

#### **Notice to Employees:**

The City will provide notice of this mandatory policy and its protocols to all City employees. The City will provide employees a copy of this policy for employees to read and review. Employees who do not receive or review such notice and the attached policy will not be excused from the policy's requirements.

The City will make a reasonable effort to notify every City employee who regularly works at a City facility or worksite of the designated location(s) where temperature testing and symptom screenings will be administered.]

#### **Expectations of City Employees with Respect to the Presentation of Symptoms Associated with COVID-19:**

The City expects and requires that all employees who present a symptom associated with COVID-19 to immediately inform either their immediate supervisor or the City's Department of Human Resources.

No employee who presents a symptom associated with COVID-19 prior to the start of the workday may report to work. Employees who develop symptoms after beginning their workday and after informing their immediate supervisor or the City's Department of Human Resources will be directed to leave work.

Any employee who fails to inform their supervisor or the Department of Human Resources that they present a symptom associated with COVID-19 or who attempts to or does report to work despite the presentation of such a symptom or symptoms may face disciplinary action by the City, up to and

including termination.

**Posting of Signage Notifying Employees and Members of the Public:**

At each City facility and worksite, the City will post signage informing employees and members of the public of the City's policy requiring self-temperature testing and self-symptom screening prior to being allowed to enter City facilities and worksites.

The signage will provide that, at the designated location, there is a copy of the City's policy for review.

**Procedure for Temperature Testing and Symptom Screening:**

In accordance with the above referenced federal and state public health guidance, and in order to help prevent or reduce the transmission of the virus that causes COVID-19 between and among employees, City will implement the following protocols.

**Social Distancing Required While Waiting for Temperature Testing and Symptom Screening:**

Consistent with the City's social distancing policy, if applicable, employees and members of the public who are waiting for temperature testing and symptom screening must adhere to the social distancing requirements set forth under that policy, including, but not limited to remaining at least six feet apart from any other individual.

**Submission to Temperature Testing and Symptom Screening as a Precondition to Entrance to any City Facility or Worksite:**

Prior to being allowed to enter and as a precondition to such entrance to any City facility or worksite, City employees and members of the public shall be required to perform a self-screening, to include a temperature test, and verbally attest to the absence of any presentation of symptoms associated with COVID-19.

The City will treat an employee refusing to submit to either temperature testing or symptom screening prior to or during their scheduled workday as an unexcused absence.

**Protocol for Temperature Testing/Self-Screening:**

Prior to entering any City Facility or worksite, employees and members of the public shall conduct a self-screening, to include a temperature test. The self-screening should take less than 5 minutes to complete. In the event that an employee does not own a thermometer, they may contact the Human Resources Department for the procurement of one.

**Temperature Check:**

- If the reading is 99.9°F or below, one reading is sufficient.
- If the reading is 100.4°F or above, take a second reading.
- If the reading is still 100.4°F or above, do not enter a City Facility or worksite; Report the self-assessment to your supervisor.

**Self-Assessment Questions:**

- Have you had any of the following symptoms in the last 24 hours: Cough, shortness of breath, or difficult breathing? If yes, do not enter a City Facility or worksite; Report the self-assessment to your supervisor.
- Have you had at least two of the following symptoms in the last 24 hours: Fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, nausea, vomiting, diarrhea, new loss of taste or smell? If yes, do not enter a City Facility or worksite; Report the self-assessment to your supervisor.
- Has anyone in your household had a fever in the last 24 hours? If yes, do not enter a

City Facility or worksite; Report the self-assessment to your supervisor.

In the event that an employee or member of the public has a temperature that is 100.4°F or higher or answered YES to any of the self-assessment questions, the City will deny that individual access to the City facility or worksite.

**Protocol for Symptom Screening:**

The City will require each employee and member of the public who wishes to access the City facility or worksite to certify to the fact that they do not currently present any symptom associated with COVID-19 and they have conducted a self-screening, to include a temperature test.

The City will post a list of the symptoms associated with COVID-19 and require that each individual certify orally to the fact that they do not currently present any symptom associated with COVID-19. For minor children entering a City facility or worksite, the City will deem the oral certification of a parent, guardian or child care provider that the child does not present any such symptom as sufficient to permit entrance to the City facility or worksite.

In the event that an employee or member of the public indicates that they currently present any symptom associated with COVID-19 or cannot certify that they do not present any such symptom, the City will deny that individual access to the City facility or worksite until the individual is able to certify that they do not currently present any symptom associated with COVID-19.

If an employee indicates that they currently present any symptom associated with COVID-19 or cannot certify that they do not present any such symptom, the City will instruct the individual to contact the City's Human Resources Department for further instruction. The City will then promptly notify the City's Human Resources Department of the employee's response to the request for certification and provide the name of the employee whose response suggested presentation of a symptom or symptoms associated with COVID-19.

This policy shall supplement any of the other policies, protocols or guidelines that the City has adopted in order to prevent or reduce the likelihood of transmission of the virus that causes COVID-19 among and between employees.