

# COVID-19 Temperature Screening

## Novel Coronavirus (COVID-19)

### Purpose

The purpose of this guide is to set out the requirement for Department of Communities and Justice (DCJ) employees to complete a temperature screening where screening has been implemented.

The management of the health of all employees is a shared responsibility between DCJ and employees.

The objective of this guide is to:

- promote a safe and healthy working environment free of infectious illness
- limit spread of all infectious illness in the workplace, including the specific cause of the pandemic, to minimise harm to all personnel, patients and the community
- maximise available workforce numbers during pandemics to ensure maintenance of service delivery and provision of service to the NSW community during times of increased demand on resources

Maintaining a healthy workforce, particularly during a pandemic is paramount for DCJ in order to continue to provide core and support functions to effectively respond to the NSW community.

DCJ is committed to reducing transmission of infectious disease in the workplace by introducing temperature screening prior to the commencement of work related duties in workplaces where temperature screening has been implemented.

In conjunction with adapting workforce arrangements to reduce unnecessary workplace attendance, temperature screening will:

- identify staff with a potentially infectious illness prior to commencement of their duties

- reduce avoidable transmission of infectious illness in the workplace to work colleagues, clients, offenders/inmates and the community
- identify staff requiring medical attention or testing for infectious illness
- with the presence of increased core temperature, prevent attendance in the workplace prior to development of other symptoms that would increase the likelihood of transmission.

Identifying infectious illness at an early stage improves time to medical attention of the affected employee, reduces the likelihood of transmission to other employees and reduces the impact of large numbers of absences due to illness during times of high resource demands.

### Completion of temperature screening

Where it has been identified temperature screening is to be conducted (settings at higher risk of COVID-19 outbreak, such as correctional centres, detention facilities, youth justice centres, residential care, courts and tribunals as appropriate) to protect persons, it is recommended the following be undertaken:

- Temperature screening is conducted at the entrance point of the worksite.
- Temperature screening of all persons prior to entry and denial of entry of people with elevated temperatures.
- Temperature screenings be conducted using an approved temperature monitoring device to accurately measure the presence of fever (this may include hand held devices or thermal cameras).
- Screening questions be asked:
  1. Have you had any close contact with a COVID-19 positive case?

2. Do you have *any* flu-like symptoms (even mild) including fever, cough, sore throat, runny nose, shortness of breath, or loss of taste or smell?
- Where temperature is equal to or greater than  $\geq 37.5$  °C and they:
    - have recently undertaken rigorous exercise
    - are wearing warm clothing
 request removal of warm clothing layers (e.g. back to working uniform layer) and undertake a recheck of their temperature after 15 minutes.
  - If temperature is less than  $< 37.5$ °C proceed to enter worksite or commence duty.
  - If temperature is continued to be equal to or above  $\geq 37.5$  °C or is equal to or above  $\geq 38$ °C on any reading, persons should be denied entry into the worksite.

## Denial of entry

As per the process above, if temperature is continued to be  $\geq 37.5$  or is  $\geq 38$ °C on any reading the person will not be allowed to enter the worksite.

Any person denied entry due to high temperature reading should:

- be provided with a face mask
- maintain social distancing
- attend a COVID-19 clinic for assessment or consult with their medical practitioner
- they will need to notify their manager immediately of the result of the temperature screening and that they have been denied entry. The manager will discuss arrangements in consultation with the staff member (e.g. work from home, sick leave, etc.), this may include instances of staff identified as unwell will be managed as per the [COVID-19 Leave arrangements](#).

A record should be kept of the denial of entry.

Should a staff member fail to comply with a reasonable direction related to these procedures, including to not attend work when unwell, then action will be taken to address that failure. Options may include seeking further

medical advice, application of sick leave or consideration of disciplinary action.

## Equipment

The person with management or control of temperature screening devices at a workplace must ensure that:

- equipment is installed and used as per manufacturer's instructions
- maintenance, inspection and testing of devices is carried out by a competent person; this includes calibration requirements
- the maintenance, inspection and testing must be carried out in accordance with the manufacturer's recommendations
- information, training or instruction must be provided to workers who are tasked with using, maintaining and testing temperature screening devices and to ensure their competence
- information, training or instruction must be provided to workers who are tasked with completing the temperature screening process
- any issues with the equipment is recorded and addressed as per workplace equipment and/or hazard management processes.

## Hygiene practices and personal protective equipment (PPE)

- Hygiene practice should be maintained.
- Staff should clean frequently touched surfaces several times a day with detergent or disinfectant solution or wipes; this includes any hand held devices.
- Workplace environmental cleaning should be undertaken.
- It is the responsibility of the relevant business unit to have adequate and suitable PPE available at points of use.
- Appropriate PPE for staff shall be made available. The correct donning and doffing of PPE should be followed.

## Employees

Employees are responsible for:

- not attending the workplace if they are aware that they are unwell or have a potentially infectious illness
- completing a temperature screening before the start of normal work duties in the workplace
- following directions to remove themselves from the workplace should they have an increased temperature and attend a COVID-19 clinic for assessment or consult with their medical practitioner
- notifying their manager immediately if they have been denied entry due to increased temperature and maintaining social distancing while awaiting further instructions
- maintaining communication with your manager if denied entry to the worksite.

## Managers

Managers are responsible for:

- providing equipment required to conduct the temperature screening:
  - approved temperature monitoring device
  - consumables related to screening devices
  - appropriate provision to dispose of waste consumables
  - equipment required for appropriate hand hygiene and personal protective equipment
  - equipment required to clean the devices and other surfaces following temperature screening, where required
- ensuring staff who are tasked with using, maintaining and calibrating temperature screening devices are provided with information, training or instruction to ensure their competence

- providing information, training, instruction and supervision for temperature screening processes
- ensuring records are maintained
- providing support and monitoring arrangements for workers who have been denied entry to the worksite
- ensuring staff will be managed as per the [COVID-19 Leave arrangements](#), where required
- following process for positive COVID-19 cases – refer to the [COVID-19 Response to Positive Tests Factsheet](#)
- control measures are implemented in the workplace to reduce risk of exposure - refer to the [COVID-19 Workplace Safety Guide](#).

### For more information

Health NSW  
[www.health.nsw.gov.au](http://www.health.nsw.gov.au)

National Coronavirus Health Information line  
1800 020 080

NSW Public Health Unit  
1300 066 055

[Therapeutic Goods Administration approved temperature monitoring devices](#)

Department of Communities and Justice  
<https://coronavirus.dcj.nsw.gov.au/>

DCJ COVID-19 Information for staff:

- [Workplace Cleaning Arrangements](#)
- [Leave Entitlements](#)
- [Social Distancing](#)
- [COVID-19 Response to Positive Tests Factsheet](#)
- [COVID-19 Workplace Safety Guide](#)