**[Company Logo]**

[Date]

SAMPLE COMMUNICATION LETTER TO EMPLOYEES REGARDING TEMPERATURE TESTING AT WORKSITE

**To all valued employees,**

**Your safety and well-being are a top priority of ours and even more so, considering the current environment. In an effort to protect everyone from the coronavirus, [ABC COMPANY] will begin taking temperatures of all staff on [INSERT DATE]. The following rules and procedures constitute [ABC COMPANY]'S temperature testing policy. This policy is in place to ensure that the temperatures are taken in a way that does not encourage the spread of disease, and protects personal, confidential information.**

1. **Taking an employee's temperature is a form of medical examination, which means that there are numerous laws covering labor and medical rights that protect the information gathered in the temperature taking process. Only employees/screeners (if using a 3rd party) who have been trained to take temperatures may take other employee's temperatures.**
2. **Temperatures will be taken daily of all staff present, until such time that we decide this is no longer necessary.**
3. **The individual performing the screening will wear the following personal protective equipment:** 
   1. **1. A mask that correctly covers the mouth and nose**
   2. **Disposable gloves**
   3. **Safety glasses**
4. **Each employee having their temperature taken must also have their mask/facial covering up and covering the mouth and nose.**
5. **When it is your turn to have your temperature taken, the employee/screener will follow these steps:** 
   1. **Ask for your consent to take your temperature.**
   2. **Ask you to put your face covering on.**
   3. **Make sure no other employee can see the screen of the thermometer, then hold the thermometer [on the forehead or 2-4 inches from the forehead] and press the button.**
   4. **Show the temperature to you. If the temperature is less than 100.00 degrees F (37.78 C), you may proceed into the workplace. [NOTE: Some companies are using 99.5 degrees]**
   5. **If your temperature is higher than 100.00 degrees Fahrenheit, you will be instructed to find a place to sit away from anyone else for ten minutes, then follow the steps below:**
      1. **After ten minutes, screener will retake your temperature.**
      2. **If your temperature is lower than 100.00 degrees Fahrenheit (37.78 C), you may proceed into the workplace.**
      3. **If the temperature is still over 100.00 degrees Fahrenheit (37.78 C), you will be tested one more time and asked the following:** 
         1. **Do you have any other symptoms of COVID-19 (dry cough, tiredness, aches and pains, nasal congestion, runny nose, sore throat, or diarrhea). Please respond either yes or no.**
   6. **If you answer yes to any of the questions above or if your temperature is still at 100 degrees Fahrenheit or higher, you will not be allowed to return to the workplace. You will need to return home and may not return to work.**

**Please know that all temperatures taken are confidential. It is a violation of numerous laws to share anyone's thermometer readings with anyone other than the corresponding employee and the Human Resource team who need to know.**

**Thank you for your cooperation in keeping our [ABC COMPANY] family safe.**

Sincerely,

[SIGNATURE]

[Insert first name] [Insert last name]

[Insert company name]

[Insert address]

[Insert city, state zip]