



Temperature Screening Policy

1 Purpose

JSM is committed to meeting our legal and moral responsibilities to protect our employees and others from risk to health and safety. Due to the severity of the Covid 19 pandemic, taking a visitor's body temperature as a condition of entering JSM buildings random is a sensible precaution to protect the health and safety of the workforce. Random temperature checks will also be undertaken for those employees working in the offices. This policy sets out JSM's approach to workplace temperature screening.

2 Scope

This policy will apply to all employees, sub- contractors, service users and visitors who are required to enter JSM buildings/premises.

3 Policy Objectives

- To provide a clear and comprehensive guide to obtaining body temperature in the workplace
- To ensure JSM comply with requirements set out in public health and professional medical standards.
- Treat people as individuals, uphold dignity and act in the best interest of people at all times

4 Responsibilities

4.1 The SHEQ Director for JSM will be responsible for ensuring:

- That employees, contractors, service users and visitors are aware of their responsibilities regarding workplace temperature screening
- JSM meet the legal, professional, and ethical standards regarding workplace temperature screening.

4.2 JSM employees, contractors, service users and visitors will be responsible for:

- Understanding their role in helping protect the health and safety of the workforce
- Awareness of their obligations with regards to this policy

5 Definitions

Consent	Permission for something to happen or agreement to do something
Covid 19	A disease caused by a new strain of coronavirus
Expressed consent	Consent is clearly stated through writing, verbal, or non-verbal indication
Informed consent of an action	Given by a person who has a clear understanding of the facts, implications, and future consequences
Implied consent	Consent is not expressly granted by the person but implied by their actions
Temperature	The degree of internal heat of a person's body as shown by a temperature or perceived by touch
Working week	JSM working week defined as Monday to Friday for office workers. Work sites usually 7 days per week including bank holidays.

6 Procedure

Covid 19 is an infectious disease causing acute respiratory symptoms. The virus is primarily spread between people in close contact, most often via small droplets produced by coughing, sneezing, and talking.



Main symptoms of Covid 19:

High temperature – Feeling hot to touch on the chest or back or a high temperature reading. Public Health England advise that any temperature reading over 37.8 C can be defined as a high temperature

New continuous cough – Coughing a lot for more than an hour. Three or more episodes in 24 hours. If you normally have a cough, it is worse than normal.

Loss or change to your sense of smell or taste

Recommended measures to prevent infection include:

- Frequent hand washing with soap for at least 20 seconds per hand wash session
- Maintaining physical distance from others, recommended at 2 metres
- Isolation for those with symptoms or in an identified high-risk health group

6.1 Workplace screening

Temperature screening before entering a workplace is recognised as a legitimate sensible precaution as part of measures to protect health and safety in JSM worksites from Covid-19.

Using temperature screening will not completely mitigate the risk of contagion, as some people with Covid-19 do not have a fever and may otherwise be contagious without experiencing any symptoms but is recognised as an effective precautionary measure as part of other measures.

6.2 Consent

Individual consent is required before JSM can screen temperature at the workplace.

- Expressed consent will be obtained through verbal consent and a COVID-19 Visitor Questionnaire
- Informed consent will be obtained through internal and external communications regarding the temperature screening.
- Implied consent will be obtained through the actions of the individual to have their temperature taken.

6.2.1 Withholding Consent

Identified personnel have a right to withhold consent for the workplace temperature screening. However, as this is a measurement to ensure the health and safety of the workforce, individuals will not be permitted into the workplace, until such time as the risk of Covid 19 is limited as advised by Government guidelines or the individual consents to a screen.

6.3 Principles

- 6.3.1 Screening will be undertaken upon entrances to offices and should be in an area that ensures privacy and dignity
- 6.3.2 Screening to be undertaken by a responsible person as identified by JSM
- 6.3.3 Screening is to take place prior to the individual being granted access to the rest of the worksite from the entrance
- 6.3.4 The tester is to be clear in explanations and obtain expressed verbal consent. The following sentence is recommended to use: "Hello, my name is (testers name) and I am going to take your temperature. We are doing this to protect staff and prevent the spread of Covid-19 in JSM workplaces. Are you happy to take part?"
- 6.3.5 The tester is to check if the individual is experiencing any of the other main symptoms and to ask the question: 'Do you have a new continuous cough or are experiencing a loss or change to your sense of smell of taste?'. If the answer is yes to either of the symptoms do not proceed with the test and advise the individual to isolate at home and access a Covid-19 test through the NHS website. An individual will not be granted access to a JSM offices/premises until evidence of a negative Covid-19 test, or the recommended time of isolation has taken place and they are no longer experiencing either of these symptoms.



- 6.3.6 Testers will be trained in the use of the thermometer, parameters of results, data protection and health protection to include safe working distances, PPE, hand hygiene.
- 6.3.7 Testers will be provided with appropriate PPE -
- 6.3.8 The tester will use the Berrcom No Contact Infrared Thermometer model JXB-178 to screen the individual's temperature. This is a non-invasive thermometer that enables the reader to maintain a safe distance while taking the reading. The tester will stand at a distance of 2 metres, point the thermometer at the individual's forehead, press the scan button and the temperature will be instantly displayed.
- 6.3.9 The individual will be informed of the result. A temperature reading below 37.8 C will be allowed access to the workplace. That is the reading must be 37.8 C or less. 37.9 or above is classed as a high reading.
- 6.3.10 The result from the temperature reading will be logged on a JSM spreadsheet which will be password protected and can only be accessed by authorised JSM employees.
- 6.3.11 All visitors will be tested prior to accessing a JSM offices/premises. All employees will be subject to random temperature checks during the course of their working week. enabling all employees to be tested by the end of the working week.

6.4 High temperature reading

Individuals who have a high temperature reading will not be allowed access to the JSM offices/premises, and will be required to isolate at home in line with current Government guidelines until such time as any of the following requirements:

- A subsequent temperature test falls within the recommended safe temperature reading, that is a reading of 37.8 C or below.
- Evidence of a negative Covid-19 test taken after the workplace thermometer screening
- The isolation period is complete, and the individual is no longer experiencing any symptoms
- Government Public health guidelines no longer identify Covid-19 as a risk to public health

6.5 Compliance with the Equality Act

- The risk of direct discrimination / harassment will be appropriately mitigated by ensuring that screening is carried out consistently across all relevant employees and visitors to JSM worksites.
- JSM will be open to making reasonable adjustments to the screening process for workers with a disability.

6.6 Data Protection

JSM will minimise the amount of data collected by only asking for necessary information and treating any data with appropriate safeguards.

6.6.1 Data collated for spreadsheet

- Date of test
- Work site location
- Name of individual
- Company
- Name of tester
- Temperature result
- Access to work permitted



6.6.2 Access to spreadsheet

Only personal authorised by JSM to include:

- Recognised testers
- JSM safety department

6.6.3 Confidentiality

Authorised personal are bound by confidentiality of results in that results are only to be disclosed to relevant authorised persons in JSM

6.6.4 Retention of records

Spreadsheets shall be kept for a period of 20 years

7. Compliance

All employees, contractors, service users and visitors for JSM have a responsibility to comply with the requirements set out in this Policy.

8. Implementation

The policy will be implemented as a new policy in response to the Covid-19 pandemic in order to protect workplace health and safety.

9 Review

This policy will be reviewed annually, or sooner as required in line with changes in public health, legal or work practice guidelines.

Signature... *Stuart Wiltshire*.....Date...29 May 2020

Stuart Wiltshire

Managing Director