



Temperature Procedure

Purpose: The purpose of this policy is to establish procedures that will be used to complete a temperature check for every Arc of Southern Maryland employee prior to entering an Arc work or residential site. This policy and procedure will only be in effect during the government mandated State of Emergency and the Centers for Disease Control's (CDC) proclaimed pandemic. This policy and procedure will be a part of a broader strategy that The Arc is undertaking to prevent the passage of infection between people supported and team members.

Scope: This policy and procedure applies to all Arc of Southern Maryland employees from the date of implementation until the end of the State of Emergency and CDC proclaimed pandemic.

Procedure: The Arc is committed to providing a working and support environment free of health hazards for its employees and supported persons. The Arc recognizes that individuals employed and individuals a part of programs may be exposed to disease, and desires to minimize their risk of contracting a significant infectious disease. The Arc strives, in cooperation with the Maryland Developmental Disabilities Administration and the Maryland Department of Health, to maintain a balance between the need to provide programs and services to supported people, protect those individuals and employee rights, and to prevent the transmission of significant infectious diseases. As such, The Arc will follow the following procedures to minimize risk for all during a medical State of Emergency and CDC proclaimed pandemic.

Procedure: This applies to any one coming back from a hospital admission, a potential exposure and any positive case result:

- Prior to the beginning of any work shift, any employee who is exhibiting the following conditions, should remain home:
 - Cough
 - Temperature above 100.4
 - Shortness of breath
- If at any time an employee feels ill, they should contact their supervisor and delegating nurse for further guidance.
- Prior to entering any Arc sites, all employees will be required to have a face mask on



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- Prior to working with any participants the employee will take their temperature. Thermometers are provided at all Arc sites
- In accordance to Appendix K guidelines

Staff should monitor themselves for any signs or symptoms, including checking their temperature before reporting to work each day. Where available, staff temperatures should be taken prior to starting the work shift. Staff should immediately notify their supervisor if they develop any symptoms at work.

Staff conducting site visits must do a self-temperature check at least once a day. If temperature reading exceeds 100.4°F [38°C], staff should NOT conduct home visits/face-to face services and should report their status to their supervisor.

Individuals conducting visits must also check their temperature prior to providing in-person face-to-face services.

A self-temperature check is to be completed and logged on their personal sheets that can be kept in their possession.

- The thermometers will be cleaned using an alcohol-based cleaner before and after each use.
- If anyone posts a temperature of 100.4 or higher, the employee is asked to isolate themselves immediately and contact their supervisor for next steps.
- Thermometers will be provided at each work site.
 - Employees will be allowed to provide their own thermometer if they choose.