

## Temperature Testing at Work

A digital thermometer has been deemed the most appropriate means of temperature screening, it does not require person to person contact and no prior medical training to carry out the screening is required.

Temperature screening will be carried out daily at the beginning of each working day.

**Records relating to an individual's health constitutes sensitive personal data under the Data Protection Act 2018 and extra safeguards must be taken to protect that data. It is preferable for temperature screening records to be uploaded onto the secure Sharepoint portal or kept in a locked drawer (or equivalent), in a secure area of the business.**

## Why are We Temperature Screening?

Body temperature is a known indicator if someone is potentially suffering from COVID-19 sometimes before they start to outwardly display other more pronounced symptoms. That being the case taking regular temperature checks is an important safeguarding measure for your own health, your colleague's health and your family's health.

## Statement of Intent

In order to ensure Pendragon are doing everything reasonably practicable to safeguard you whilst you are in the work environment, we have made the decision to undertake daily temperature screening at the start of the working day.

The chosen method of screening is non-intrusive and only done with your verbal permission. Screening will be carried out by the Head of Business / Site Leader or a nominated person. Associates will give their verbal consent to be screened on a daily basis, permission will never be assumed.

If you are uncomfortable with your Head of Business carrying out the screening you can nominate a trusted colleague to be present at the time, there is no opt out of daily screening.

Head of Businesses will be screened by the same method daily by a nominated colleague and prior to screening the rest of their team.

## Body temperature

Among adults, the average body temperature ranges from **97°F (36.1°C) to 99°F (37.2°C)**. Adults over the age of 65, the average body temperature is lower than **98.6°F (36.2°C)**. Keep in mind that normal body temperature can vary from person to person. And some life cycles may lead to higher temperatures without the person actually being poorly. A body temperature indicator for an adult who may be unwell and/or suffering from COVID-19 is in excess of **38°C**. **Anyone with a reading of 38°C or more will be referred to the NHS advise line for further guidance and support.**

## How to Test

This unit is pre-set at the manufacturers and therefore does not need calibrating prior to use.

**IMPORTANT** - Please ensure you read the how to guide provided with the Thermometer prior to using for the first time.

**WEARING OF PPE** - For the purposes of screening and due to the momentary close proximity. The person responsible for screening must wear nitrile gloves and a medically approved mask. The person having the screening done should wear a medically approved mask.

**SANITISING** - The thermometer unit must be sanitised between each and every use and again prior to it being stowed away in readiness for it being again. Wearing nitrile gloves use a sterilising wipe on the handle, buttons and digital reader.

The thermometer requires standing for 15-20 minutes after being switched on and before it is used for the first time, this is to acclimatise the thermometer to the ambient temperature of the location it is in.

Do not use the thermometer near windows, reflective mirrors or in direct or indirect heat sources, avoid drafts and air-cooling units, this will adversely affect the accuracy of the reading and unnecessarily mislead or cause distress to the Associate.

It is advisable that an Associate who would usually wear glasses removes them for the purposes of this screening test, the Associate may opt to close their eyes whilst being screened, although it is not necessary.

Associates being screened must not have done any rigorous physical activity immediately prior to screening, anyone with a fringe of hair should push hair away from the forehead and wipe away any perspiration off their forehead

Stand at full arm's length and aim the digital reader at the centre of the forehead at a distance of 3-5cm away from the forehead, press the thermometer temperature button and the reading will appear instantly, take 2 readings consecutively to ensure accuracy

Record the reading by uploading onto Share point the Associates name, both readings and press submit button.

**IMPORTANT NOTE:** At the time of taking a temperature reading, the HoB must also ask "Active" questions about the Associates general health - **Since their last temperature test have, they developed an unexplained head-ache, cough or cold.** If yes, the Associate must be advised to contact NHS for further advise.

If the reading is within "normal range" the Associate can be permitted to work for the day.

## Adverse Temperature Reading - What to Do?

If the reading is in excess of "normal range", over **38°C** and there are no known health or life cycle reasons why the Associate may have a higher-than-normal body temperature, the Associate must go home and seek further medical assistance by calling NHS.

The Associate must seek further medical assistance and act on the advice given and then inform their Head of Business accordingly, the Head of Business will record the absence on My Safe Centre as appropriate.

**IMPORTANT NOTE:** - The isolating Associate must not return to work until they have completed their designated period of isolation and/or deemed fit for work by their GP or the NHS Advisory Service.