



# SUFFOLK COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

**DATE:** September 2, 2020  
**TO:** All Employees  
**FROM:** Donna Mancuso, Deputy CEO for Administration *DM*  
**SUBJECT:** **TEMPERATURE AND SYMPTOM CHECKS FOR EMPLOYEES**

New York State regulations require every employer to develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. The Authority's COVID Response Plans I, II and III outlines our protocols to ensure we are doing all we can to keep our employees safe in the workplace.

**An important part of workplace safety is the requirement to perform temperature and symptom checks upon each employee's arrival at the workplace. This is required by the NYS Regulations.**

The Authority has invested in smart infrared thermometers so that the supervisor is able to assess employee's temperatures with no contact. Taking forehead temperatures is a best practice and these thermometers are designed to provide the most accurate reading when used properly. **Taking body temperature at the wrist is not as accurate and may be several degrees lower than actual body temperature taken on the forehead.**

**The Authority's COVID Response Plans mandate that all employees must undergo a mandatory health screening assessment before they begin work each day.** These assessment responses must be reviewed every day and documented by HR. **Employees who refuse to undergo this mandatory health screening will not be allowed to work. This is a NYS regulation and an Authority policy.**

If you have questions about the safety of the infrared thermometers, you may contact Nick Swain, Safety Supervisor at extension 2281.

If you need to review the Authority's COVID Response Plans, they are located on the Employee Portal and were also sent to each employee by email. If you have questions, please contact me. Thank you for helping to keep our workplace safe during the pandemic.

**HR Announcement**

Daily Temperature and Symptom Check - Date \_\_\_\_\_

Employee Name \_\_\_\_\_

ID Number \_\_\_\_\_

**Record Actual Temperature** \_\_\_\_\_

1. Do you have a Fever or Chills?
2. Do you have a New Cough?
3. Are you experiencing New Shortness of Breath or Difficulty Breathing?
6. Do you have muscle or body aches not due to physical activity?
7. Do you have a Headache that can't be attributed to another medical condition?
8. Do you have a Sore Throat?
9. Are you experiencing a New Loss of Taste or Smell?
10. Are you waiting for results from a COVID test?
11. Is anyone in your household sick with the above symptoms?
12. Have you been exposed to anyone who has tested positive for COVID?
13. Have you traveled outside of New York within the past 2 weeks?

If an employee answers YES to any of the above questions, contact a member of HR immediately. HR staff will ask further questions and determine if the employee should seek a test and/or be quarantined.