

COVID-19 Temp and Health Screening Readiness Checklist

As workplaces reopen, there are a multitude of things to consider and prepare. We pulled this checklist together to help you get ready and/or evolve your plans. It's based on our interactions with a variety of customers and lots of reading. With as expansive as the topic is, there are likely things that could be added. Consider it a starting point. Good luck in your screening efforts.

Checklist

Areas to Consider	Your Notes
Are you going to reopen the office for employees, visitors and/or both? What % of the workforce will return?	
Is temperature and health screening mandated in your jurisdiction? If not, have you considered the pros and cons of implementing temperature and health screening?	
Who are you planning to screen? Employees, visitors, both? What implications does it bring up if you do both?	
Is there a budget for screening? Who is responsible for sign off on the spend? Who are the stakeholders in both spend and the process?	
Do you have a documented, repeatable process for screening (vs. it being ad hoc)?	
Will there be any difference in how you handle remote workers returning to the workplace vs. previously quarantined workers coming back vs. visitors? If yes, what are those differences?	
Will you screen on premise or allow people to self-screen before coming to	

<p>the workplace? If you allow self-screening, how will you handle this? What is your level of trust in people doing self-screening? Will you need to (or be required to) validate temperatures when they arrive on premise?</p>	
<p>Where will you screen? Will you use one or multiple entrances? Will you screen outside the entrance or just inside?</p>	
<p>What is the anticipated flow rate per entrance and in total? Do you have enough space to accommodate and still maintain social distancing? Have you considered staggering arrival times?</p>	
<p>How will you equip the area? Will there be signage on what to expect? Will there be a sanitizing station? How will you mark for social distancing? Who will be responsible for maintaining? Will there be barriers to avoid people avoiding the screening?</p>	
<p>Have you considered what you will do relative to compensation for hourly employees, who have to wait in line for screening?</p>	
<p>How will you screen for temperatures? Will you use a human or automated system?</p>	
<p>If leveraging a human, who will you choose? Will you do it with someone internal or an outside agency? How important is it that this person be credentialed? What is your back up plan if your human doesn't arrive when needed?</p>	
<p>If leveraging a human, how will you keep them safe? Do you have an ample supply of PPE? Have you brushed up on the CDC's or your jurisdiction's recommendations, if any , for PPE?</p>	

<p>If going the automated path, what system will you use? Will you go the kiosk route? Robot route (like Misty)?</p>	
<p>Have you researched the differences between thermopile technology (as seen in digital thermometers) and thermal cameras? Do you understand accuracy differences? How important is high accuracy to your operation? How important is it to know/record the actual temperature v. just identifying those with elevated body temps (i.e. a red/green system)?</p>	
<p>Will you augment temperature screening with health questions? If yes, how will you execute this? Via paper, a mobile app, your screening system?</p>	
<p>If doing health questions, what will you ask?</p>	
<p>Will you store health screening data? If yes, are you clear on what you can legally store and how? Where will you store it?</p>	
<p>Do you have a plan to handle objections to screening?</p>	
<p>What is your plan if someone shows evidence of symptoms either via the health questions or an elevated temperature?</p>	
<p>If someone has an elevated temperature, do you have a triage area where they can wait and acclimate prior to retesting?</p>	
<p>Do you have a follow up plan for employees sent home? How will you learn if someone has tested positive for COVID-19?</p>	
<p>What is your process for notifying people who potentially had contact with someone who does test positive?</p>	

Will you do contact tracing? If yes, how will you manage this?	
Other considerations?	

We want to see you successful in reopening the workplace and in your screening process. For further information on screening best practices, see our paper *Best Practices for COVID-19 Workplace Screening*. If you are still working to understand the best screening approach for your operation, Misty Robotics offers a free, personalized and unbiased consultation. Contact us at info@mistyrobotics.com.

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