

**COVID-19 Pandemic  
Temperature Screening  
Criteria, Procedure & Talking Points  
March 20, 2020**

**Locations for Temperature Screening**

1. Factors Considered (all factors below are true)
  - Mission critical function/location
  - Employees work closely together (less than 6 feet apart)
  - Employees are highly technical
  - Remote work is not feasible
  - No alternative location/no backups
2. Selected Locations as of March 20, 2020
  - Gas Control
  - Redlands
  - San Dimas
  - Monterey Park
3. OHN's are available in the following locations:
  - Redlands
  - San Dimas
  - Compton
  - Anaheim
  - Chatsworth

**Procedure:**

1. Applicability
  - a. The following procedure applies to all building entrants before entry at the selected locations. Entrants will be screened upon initial entry.
  - b. Signs shall be posted at entrance to facilities and before temperature check stations (ex: at gate near badge scanner) reminding individuals of screening questionnaire:
    - i. Do you or anyone in your home have COVID-19 (Coronavirus)?
    - ii. Have you or anyone in your home been exposed to) COVID-19 (Coronavirus) within the past 14 days?
    - iii. Within the past 14 days, have you experienced any COVID-19-related symptoms, such as a fever, chills, cough, or shortness of breath?
    - iv. If you answer "yes" to any of these questions, do not enter the facility and immediately return home. From home, contact your supervisor for further instructions.
2. Location of screening
  - a. At least six feet away from the entrance to the building, if possible. Internal screening locations are acceptable if conditions warrant.
3. Devices
  - a. Head Infrared Thermometers
    - i. Models information pending*
  - b. Use appropriate temperature measurement device per instructions.
  - c. Clean temperature measurement device with alcohol wipe should device measure 110.4 or higher.

## Confidential

4. Who will be conducting the screening?
  - a. Occupational Health Nurse
5. PPE worn by OHNs:
  - a. PPE
    - i. Safety glasses, goggles, or face shield
    - ii. Surgical mask
    - iii. Exam Gloves 3.5C Medium NonSterile Nitrile
  - b. Procedure
    - i. The OHN must wash hands with soap for 20 seconds before donning new PPE and after taking off PPE.
    - ii. If any PPE becomes contaminated or is damaged, the OHN is to replace it as needed.
6. Temperature readings conducted upon initial entry.
  - a. If the temperature reading registers less than 100.4°, OHN to allow employee to enter building and return to work.
  - b. If the temperature reading registers at 100.4° or higher, a verification check will be conducted by taking a second temperature reading with same device or backup. If reading still registers at or above 100.4°, OHN will instruct the individual to immediately return home, inform the individual that his or her supervisor will be in touch for further instruction, and inform the employee's supervisor. The employer's supervisor will inform ECS.
  - c. If individual shows or mentions COVID-related symptoms (cough, muscle aches, shortness of breath), instruct the individual to immediately return home, inform the individual that his or her supervisor will be in touch for further instruction, and inform the employee's supervisor. The employer's supervisor will inform ECS.

### Other Considerations

1. Employees who refuse to be screened
  - a. OHN will inform the employee's supervisor.
  - b. Supervisor: Provided the employee did not respond "yes" to the pre-screening questionnaire and is not exhibiting COVID-19-related symptoms (e.g., cough, fever, chills, shortness of breath, etc.), the employee will be permitted to work.
2. What if an employee says his/her temperature is high because of another medical condition?
  - a. OHN will instruct the individual to return home, inform the individual that his or her supervisor will be in touch for further instruction, and inform the employee's supervisor.
  - b. The employer's supervisor will inform ECS.
3. Payment of wages
  - a. Employees who are sent home
    - i. Employees who are not able to perform their job duties remotely may use their sick/vacation entitlements, including extended sick leave, to sustain pay during the period they are away from work due; otherwise the time will be unpaid.
  - b. Waiting time to be screened
    - i. Employees must be paid for their waiting time to be screened.

### Talking Points

- Supervisors to all employees at the selected location.
  - a. SCG and your management team recognizes the critical role you play in delivering clean and reliable energy.

- b. Given your role and work location, we are taking additional precautionary measures to protect your health, safety, and wellbeing. One precautionary measure is by implementing regular health checks for all entrants before initially entering the building.
- c. In keeping with the CDC Guidelines, we will be sending home individuals who register a temperature of 100.4 degrees or higher.
- d. Please continue to be mindful and follow previously communicated precautionary measures, such as increased handwashing, avoiding handshakes and other unnecessary forms of contact, practicing social distancing whenever possible, and staying home if you feel sick.
- e. We will continue to provide you with timely information on steps we are taking to manage the situation on behalf of our employees, customers, and communities.
- Supervisors to employees with temperature readings of 100.4 or higher.
  - a. Given your role and work location, we have made the decision to send you home for your health and safety and the health and safety of our employees.
  - b. Employee Care Services will be contacting you to provide further guidance and support while you are out of the workplace.
  - c. [Employee answers “yes” to questionnaire questions]: As a precaution, you likely will be required to remain off work for 14 days. You will be required to obtain clearance from Employee Care Services before returning to work.
  - d. [Employee answers “no” to questionnaire questions but has a fever]: As a precaution, you will be required to remain off work for at least 24 hours after your fever is gone without having used fever-reducing medicines. You will be required to obtain clearance from Employee Care Services before returning to work.
  - e. While you are away from work, you may use your sick or vacation entitlements, including extended leave, to sustain pay during the period you are away from work.