Employee and Visitor Temperature Check Procedure

Non-contact infrared thermometers (NCITs) are used to reduce cross-contamination risk and minimize the risk of spreading of COVID-19 or any infectious disease. Follow these protocols as you take the temperatures of employees and visitors to the JPIA office.

Preparing the Test Environment:
The use environment may impact the performance of the NCIT.
- Use in a draft-free space and out of the direct sun or near radiant heat sources.
- Place the NCIT in the testing environment or room for 10-30 minutes prior to use to allow the NCIT to adjust to the environment. (NCIT will be stored on rear counter of reception area and should not be handled by anyone but receptionist).

Preparing the Person being Evaluated:
In preparation for taking a temperature measurement with an NCIT, the person using the NCIT should typically ensure that
- The test area of the forehead is clean, dry, and not blocked during measurement.
- The person's body temperature or temperature at the forehead test area has not been increased or decreased by wearing excessive clothing or head covers (for example, headbands, bandanas) or by using facial cleansing products (for example, cosmetic wipes).
- Tests will be conducted in the lobby, near the training room door, before anyone can come past the reception are door.

Using the NCIT:
- Don disposable gloves.
- Do not touch the sensing area of the NCIT.
- Press the "Measure" button to power on the NCIT.
- Select the measurement mode using the Mode button.
  - The ⌣ symbol indicates the Forehead temperature mode.
- When taking the forehead temperature, point the IR sensor to the center of the forehead.
- Holding the NCIT sensor perpendicular, move the thermometer towards the forehead.
  - The distance between the thermometer and the forehead must be ½" to 2" (1-5 cm) before doing a measurement.

- Press and release the Measure button, and the forehead temperature will be displayed on the screen.
  - The normal range is between 94.8°F-99.5°F will be displayed with a **green** background and a long beep
  - Elevated temperature between 99.6°F-108.0°F will be displayed with a **red** background and three short double beeps.
  - ***Anyone with a temperature of 100.4℉ or higher will be denied entry.***
- After each measurement, clean the thermometer with a soft dry cloth and put the NCIT in a dry and well-ventilated place.
- The NCIT automatically powers off if it is not used in 10 seconds.