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# MEMORANDUM

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Date: March 31, 2020

To: The Honorable Chairman and Members  
Pima County Board of Supervisors

From: C.H. Huckelberry  
County Administrator

A handwritten signature in black ink, appearing to be "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Additional Materials – April 2, 2020 Special Emergency Board of Supervisors Meeting  
- Modifications to Attendance Policy During Influenza or Other Viral Pandemic  
Outbreak**

I have asked staff to work on a wellness initiative designed to provide temperature screenings at Pima County facilities. These screens will occur for all staff entering a building or the workplace, including the public.

The attached process is under development. It is a draft document. My Executive Assistant Nicole Fyffe is coordinating our activities.

The purpose of wellness screenings is to provide assurance that the workplace or worksite is as safe as possible from the COVID-19 virus. These checks reduce the risk of having an employee or member of the public inadvertently spread COVID-19 and provides a measure of security for essential employees who will be required to work during this pandemic outbreak.

CHH/anc

Attachment

c: Jan Leshner, Chief Deputy County Administrator  
Carmine DeBonis, Jr., Deputy County Administrator for Public Works  
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer,  
Health and Community Services  
Dr. Bob England, Director, Health Department  
Cathy Bohland, Director, Human Resources

## **Implementing Temperature Screenings at Pima County Facilities - Under Development**

Contact: Nicole Fyffe, Nicole.fyffe@pima.gov

### **AUTHORIZATION**

Equal Employment Opportunity Commission issued guidance making it permissible for employers to measure employees' body temperature.

[https://www1.eeoc.gov/eeoc/newsroom/wysk/wysk\\_ada\\_rehabilitaion\\_act\\_coronavirus.cfm?renderforprint=1](https://www1.eeoc.gov/eeoc/newsroom/wysk/wysk_ada_rehabilitaion_act_coronavirus.cfm?renderforprint=1)

Pima County Resolution No. 2020-18 declaring an emergency for this pandemic (March 19, 2020, extended March 26, 2020), and subsequent Proclamation Section 6 limiting public access to public buildings (March 19), enables county to screen the public accessing our facilities.

Do we need additional Board action or Admin Procedure?

### **STAFFING**

Who will take temperatures?

- Any County employees as they do not need to be medical professionals. Can make use of Library employees and others as available.
- Sheriff already implementing at Jail
- OEM already implementing at PECOC
- No need for Personal Protective Equipment

Required acknowledgement of approved protocol. (signed document)

Hours/coverage

- Depends on building.
- Temp takers need to be there before first employees/visitors to set up
- TMC uses electronic calendar to sign up for shifts (min/max?)
- 2 temp takers per building or screening station
- Lunch breaks – determine coverage and location

Reporting

- Who is in managing this and who will do the testing staff report to?
- Who do they call if absent or late?

### **PROTOCOL /SCREENING PROCESS**

Have not drafted actual protocol yet, but assume we will have 2 employees staffing stations in lobbies of buildings (focus on high traffic buildings first). All employees and visitors will be required to get temp taken on arrival and given a dated sticker to say they are cleared if temp lower than either 100 or 100.4

TBD. If at or above that, employees will be asked to leave and call supervisor (HR to inform what actual requirement will be), visitors will be asked to leave.

- Draft for Pima County
- See TMC's
- See OEM's for PECOC
- See Sheriff's for Jail
- State protocols?

### **SUPPLIES**

- Thermometers (2) at each site (back-ups – how, who & where) (50 ordered for delivery April 7-13; 52 ordered for delivery April 7-13)
- Batteries 800 ordered
- Stickers for those cleared
- Sharpies to write date on sticker
- Pens for reporting purposes
- Clipboards
- Cleaning materials to clean Thermometers.
- Notification Signs
- Entrance: Direction signs
- Chairs (2)
- Table (1)
- Hand sanitizer

### **SCREENING SITE LOCATIONS**

- Indoor County facility that has employees and/or public; prioritize high traffic buildings first.
- Need to determine entrances and best location to screen everyone.
- ID point of contact for each facility.
- Building Access (need to be there before normal business hours – setup)

### **DEPARTMENTS CONSULTED TO DEVELOP PROCESS**

County Admin LEAD  
Human Resources  
Health Department  
Facilities Management  
Procurement  
County Attorney's Office  
Library District