



Workplace temperature screening at Bechtel controlled offices and worksites

This document provides guidance for workplace temperature screening using thermal imaging camera equipment or handheld infrared temperature devices for the identification of personnel with elevated skin temperature at Bechtel offices and project worksites. Each project and office location that conducts workplace temperature screening should develop a location specific procedure that addresses:

- Personnel to be screened for temperature;
- Personnel conducting temperature screening;
- Safety requirements;
- Temperature screening equipment;
- Location of temperature screening;
- Temperature screening process;
- Personnel who do not pass screening test;
- Privacy controls;
- Documentation; and
- Communication to personnel of testing.

Nothing in this guidance document is intended to circumvent or otherwise contradict requirements established by an Authority Having Jurisdiction (AHJ) within a country or region of operations.

1. BACKGROUND

Thermal imaging and no-contact infrared thermometers do not detect or diagnose an infection with COVID-19. However, fever is a common symptom of COVID-19, typically appearing 2-14 days after exposure, and thermal imaging and no-contact infrared thermometers can determine surface skin temperature, which is then used to estimate core temperature.

Potential advantages of using thermal imaging camera systems as opposed to no-contact handheld infrared thermometers include the ability to more quickly assess temperatures in high throughput areas (e.g., entry points to project sites and offices) and the ability to maintain greater distance between the temperature screener and subject.

The use of thermal imaging cameras to determine elevated skin temperature is recommended; however, non-contact infrared thermometers with auto-measurement, which also reduce the need for physical contact, may be used as an alternative when thermal imaging cameras are unavailable.

2. PERSONNEL TO BE SCREENED

The minimum level of screening to be done should be set by the AHJ and if not required by the AHJ shall include the following: i) employees that have been in close contact with confirmed or suspected COVID-19 cases (see Contact Tracing & Close Contact with Confirmed or Suspected COVID-19 Cases Policy), ii) anyone exhibiting symptoms consistent with COVID-19, and iii) visitors. Each office and project site shall determine the voluntary level of temperature screening to be performed (i.e., the level above the minimum prescribed by AHJ and those contained within Bechtel's policies and guidance documents).

Following receipt and installation of thermal imaging cameras in the execution offices, on a trial basis, all personnel entering the office should be screened for temperature. Prior to the thermal imaging camera



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installation in the offices, at a minimum, screening should include: i) employees that have been in close contact with confirmed or suspected COVID-19 cases (see Contact Tracing & Close Contact with Confirmed or Suspected COVID-19 Cases Policy), ii) anyone exhibiting symptoms consistent with COVID-19, iii) visitors, and iv) any employee requesting a screening

The execution office may stop full screening using the thermal cameras, if the trial determines the full screening is not beneficial or the thermal scanners are not accurate or do not support the timely processing of the workforce.

Each office or project site performing full screening using thermal cameras shall determine detailed implementation plans, which shall address, but not be limited to: i) the core hours screening will be performed (i.e. this might result in no screening of personnel entering the office or site outside normal working hours); and ii) whether or not an employee shall be screened each time they enter the work location during a work shift.

3. PERSONNEL CONDUCTING TEMPERATURE SCREENING

The most senior person at the workplace or their designee will assign personnel the task of temperature screening. In some cases, use of a 3rd party contractor with a healthcare background may be advantageous and/or required.

Personnel selected to conduct temperature screening should be trained regarding confidentiality (e.g., how to handle the temperature information); safety (e.g., wearing proper personal protective equipment, as required); the use of the thermal imaging camera and/or no-contact infrared thermometer device; and decision-making (e.g., whether and when personnel may be sent home). Sufficient personnel (primary and secondary) should be identified and trained to perform temperature screening, to ensure coverage in the event primary screeners are absent from work.

Where thermal cameras are used, it is recommended, but not required, that thermal camera operators obtain Level 1 thermal imaging certification through on-line certified thermography courses such as the Infrared Training Center. This is not a medical training or medical certification, but it provides a baseline understanding in thermography. More information can be found at <https://www.infraredtraining.com/>.

4. SAFETY REQUIREMENTS

Although not specifically addressed, personnel conducting temperature screening in a non-medical setting will typically be categorized as having a medium exposure risk to COVID-19 as outlined in Guidance on Preparing Workplaces for COVID-19 ([OSHA 3990-03 2020](#)).

Whether thermal imaging cameras or non-contact infrared thermometers are used, if personnel conducting temperature screening are in close contact (e.g., within 6 feet) with personnel being screened for temperature, such screening personnel shall wear:

- Respiratory protection (e.g., N95 face filtering respirator);
- Safety glasses and/or face shield; and
- Nitrile disposable gloves.

If personnel conducting temperature screening are not within 6 feet of personnel being screened for temperature, the project or office conducting temperature screening should conduct a risk assessment to determine the appropriate level of protection necessary to prevent temperature screening personnel from exposure to the virus that causes COVID-19.



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5. TEMPERATURE SCREENING EQUIPMENT

The project or office should consider the availability of different types of temperature screening devices, the speed at which they work (given the number of personnel expected to be screened each day and the number of screeners to be used), the accuracy of the devices, and their ease of use.

- Identify the thermal imaging camera suitable for the environment in which scanning will be conducted (e.g., outside or inside).
- Due to privacy concerns, do not procure a thermal imaging camera capable of facial recognition without approval from Bechtel Labor and Employment Counsel.
- Secure IS&T support to setup and operate equipment pursuant to manufacturer's recommendations.
- Once the specific thermal camera is identified – the facility shall prepare a proper use protocol pertaining to the equipment. This protocol should identify, among other things, the distance of operator to equipment, the distance personnel will need to be from the equipment to obtain the most accurate reading, proper calibration and maintenance, equipment limitations, etc.
- Once the specific thermal camera is identified, identify locations where camera / cameras will be placed (e.g., trailer, shipping container, lobby, covered scaffold structure).
- Equipment calibration records shall be maintained by Bechtel ES&H personnel updated per manufacturer requirements.

6. LOCATION OF TEMPERATURE SCREENING

It is recommended that temperature screening be conducted before entry to a workplace. At project locations, this may involve setting a trailer or shipping container close to the entrance of the work site. At office locations, this may involve conducting screening in the lobby prior to accessing elevator banks and stairwells. When choosing the locations of temperature screening stations, projects and offices should consider the following:

- The screening area and personnel flow should support appropriate social distancing while entering and being screened and post screening;
- Whether personnel entering the building will be screened at location of entry or will be directed to a separate location for screening;
- Staggering start times to reduce the number of personnel arriving to be screened at one time;
- Establishing multiple screening stations to increase traffic flow and reduce length of queues;
- Maintaining a unidirectional flow of personnel through the screening station (e.g., one entrance, one exit);
- Actions to take when temperature screeners are late or do not show up for the screening;
- Providing sheltered locations with sufficient space for social distancing, during periods of inclement weather, for personnel waiting to pass through the temperature screening stations.
- If the operator is required to be in the screening area, then a separate access point should be made available so that the operator does not traverse the entrance or exit area;
- If the operator is required to be in the screening area, that personnel protective equipment is worn.
- The screening area should be either well ventilated or conditioned;



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- Maintaining 6 feet social distancing between personnel waiting to be screened and from operators of temperature screening equipment (e.g., floor markings);
- Wearing disposable face masks or cloth face coverings while personnel wait to be screened;
- Ensuring that queuing personnel or equipment do not block building exits in case of an emergency; and
- The required distance of operator to equipment and the distance personnel will need to be from the equipment to obtain the most accurate reading.

7. TEMPERATURE SCREENING PROCESS

As part of the temperature screening process, projects and offices should implement:

- Personnel who refuse to participate in temperature screening will be denied access to the workplace;
- Personnel with temperature below 100.4°F (38°C) will be cleared to continue to the workplace and require no further screening;
- Personnel with temperature of 100.4°F (38°C) or higher should be screened one more time to determine if two consecutive checks show a temperature above 100.4°F (38°C);
- Personnel with confirmed temperature of 100.4°F (38°C) or higher should be directed (e.g., by security or the temperature screener) to leave the workplace and be provided with additional information regarding the outcome from the screening process and steps to follow (See Annex 1 Temperature Screening Access Restriction Form).
- The temperature screener shall record the employee's name on a log and subsequently notify ES&H of access restriction. ES&H will notify the employee's supervisor and/or Human Resources/Industrial Relations and conduct contact tracing; and
- After sending an individual home, all areas in the facility the employee may have touched or been present in before being screened should be thoroughly cleaned.

8. PERSONNEL WHO DO NOT PASS SCREENING TEST

- Personnel with a confirmed temperature of 100.4°F (38°C) or higher cannot enter the workplace and shall be sent home as a suspected COVID-19 case.
- All provisions of Bechtel's Confirmed or Suspected COVID-19 Case Policy shall be followed, including that the employee be notified of:
 - » The mitigation measures applicable to them;
 - » When they will be permitted to return to work;
 - » Their obligation to participate in the contact tracing interview; and
 - » Any additional reporting obligations applicable to them.
- All provisions of Bechtel's Contact Tracing & Close Contact with Confirmed or Suspected COVID-19 Cases Policy shall be followed, including that:
 - » Contact tracing occur as soon as possible; and
 - » Employees who have been in close contact with the suspected COVID-19 case be notified of the close contact and the mitigation measures applicable to them.



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9. PRIVACY RESTRICTIONS

Projects and offices shall ensure that all communications and interactions between the employee and the screener are private and cannot be seen or heard by any other individual.

The preferred process for employees who do not pass workplace access temperature criteria is to direct them to immediately leave the workplace and provide them with an instruction sheet regarding next steps.

Where a project or office elects to provide next steps information at the work location, a privacy room, screen or other barrier may be helpful to respect privacy concerns.

10. DOCUMENTATION

Only record the name, badge number and phone number of those persons who do not pass the screening test. **See Annex 2 Elevated Screening Temperature Log.**

For those persons sent home, the project and office should document: (1) the person's name, (2) employee number, (3) the date screening, and (4) the person's home or mobile contact information.

The Elevated Screening Temperature Log shall be provided to ES&H and stored confidentially.

11. COMMUNICATION OF SCREENING PROCESS TO PERSONNEL

Personnel should be informed (ideally both verbally and in a follow-up written notice) about the screening process in advance of its starting so they will know what to expect and what to do. Written notice should also be posted on entrances to the workplace. Projects and offices should review local laws and regulations for required language to be used in employee notices. Contact Bechtel Labor and Employment Counsel for assistance.

12. COMPENSATION FOR WAITING AND SCREENING TIME

To ensure compliance with country, state and local laws, employers must determine whether persons are required to be paid for both screening time and any time they spend waiting to be screened. Where compensation is required, and it is impractical or impossible to determine the exact amount of time each employee spent in the screening process, projects and offices may consider paying personnel based upon an average screening time. If you need assistance, contact labor relations or industrial relations as it pertains to the craft professionals on the project. Contact the appropriate HR representative with respect to premium overtime (POT) non-manual employees.

13. LANDLORD OR CLIENT COORDINATION

Ensure that prior to implementing workplace temperature screening that you have communicated and coordinated with your landlord or client, as required.

Annex

1. Temperature Screening Access Restriction Form
2. Elevated Screening Temperature Log