

Building Entry Temperature Screening - SAFETY INSTRUCTION (DRAFT)

Purpose: To provide an overarching core document that outlines the key exposure and critical controls pertaining to the system of work for checking people's temperature as they enter a facility.

Scope: All Australia Post Group facilities where entry screening implemented.

Required PPE/Equipment:

Exposures:



Critical Controls: The following guidelines are to be followed for entry temperature screening:

Set-up

1. Signage upon entry

- Erect signage upon all entrances to the building requiring people to consider health questions and not enter building if they have any risk factors (refer to entry questions).
- Signage reminding people of 1.5m social distancing requirements should be displayed.

2. Identify appropriate testing and further assessment area

- If possible, conduct temperature screening outside the facility or prior to entrance into the building. If this is not possible, conduct temperature screening immediately at any entrance to the building.
- Appoint a person to conduct further assessments and record health information for people (assessor) who display symptoms or test above 37.5 degrees. This assessor should be located outside the workplace, preferably in the open air, and can assist to maintain social distancing when not conducting a further assessment. If available, a temporary gazebo structure could be erected for this purpose outside.

3. Identify appropriate isolation(s) room

- Identify a number of isolation rooms appropriate to the size of the workforce numbers being tested to allow for social distancing within the room.
- Isolation rooms will be used for further assessment and recording of health information in circumstances where this cannot be conducted outside the workplace in the open air.
- Isolation rooms should be private and require as little movement as possible from the testing area to minimise the movement of people.
- Isolation rooms should be stocked with hand sanitiser, masks, approved surface sprays and paper towels or wipes, plastic lined rubbish bins for disposal of used PPE and wipes.
- Measure and mark out stations within the isolation room for people to wait and maintain social distancing eg. 1.5m apart.
- Ensure forms (online and printed if online fails) are available for assessors to record relevant health information and actions.
- Ensure a mobile phone or other phone is available for use and it is wiped down between each use.
- Ensure pamphlets outlining processes if someone refuses to test or is refused entry based on further assessment are printed out and available.

4. Barrier testing – recommend for where 100 people or more will be screened

- Where 100 or more people are likely to be screened, set-up an approved barrier for the person taking the readings (tester) to stand behind. The barrier has a hole through which the tester can access the forehead of the person being screened. The barrier will need to be 2.1 metres high and 0.9 metres wide as a minimum with a central 50mm wide slot allowing measurement of people from 145cm to 192cm;
- Put floor or other markings in place to keep people waiting to be screened 1.5 metres apart and ensure this is enforced;
- Put floor markings in place for where person should stand when being tested;
- Erect signs to indicate person being tested:
 - place their head at least at 45 degrees to the slot for measurement;
 - do not touch the barrier;

- iii. cough into their arm and not onto the barrier;
 - iv. When in position, the tester will approach the slot and test.
 - e. Have the following equipment available:
 - i. Hand held IR thermometer and spare battery or fully charged if rechargeable overnight;
 - ii. Hand sanitiser;
 - iii. Masks for symptomatic people;
 - iv. Approved surface spray and paper towel or other wipes;
 - v. Plastic lined rubbish bin for disposal of used PPE and wipes;
 - vi. A mask for the tester and assessor.
- 5. **PPE testing – where less than 100 people will be screened or no barrier available**
 - a. Put floor or other markings in place to keep people waiting to be screened 1.5 metres apart and ensure this is enforced;
 - b. Put floor markings in place for where tester and person should stand when testing is occurring (person being tested stands at 45 degrees to tester and arms' length to enable reading);
 - c. Erect signs to indicate person being tested:
 - i. Stand on markings;
 - ii. cough into their arm and not towards tester;
 - iii. When in position, the tester will move into their position and test.
 - d. Tester to wear the following PPE:
 - i. Surgical or P2 mask (fitting instructions below)
 - ii. Nitrile gloves;
 - iii. Disposable coverall or surgical gown (Covers the arms and clothing in close proximity to the person being screened);
 - iv. Hair cap if coverall does not have a hood (surgical or food industry type);
 - v. Lab safety goggles.
 - e. Have the same equipment available as per the list above in 4.e

Testing Procedure

6. Training

- a. All testers and assessors must be trained in this procedure prior to acting as a tester or assessor.

7. Prior to testing

- a. Perform hand hygiene
- b. The tester must test themselves and have another person (where possible the assessor) witness the reading. Maintain social distancing between the tester and the witness. If reading is below 37.5°C, tester proceeds to test others. If 37.5°C or above, take a second reading. If the second reading is also 37.5°C or above tester should follow process below for results 37.5°C and above and an alternative tester appointed. Repeat this step for alternative tester. If an alternative tester cannot be appointed, testing should not proceed.
- c. Tester to wear a mask.

8. Barrier Testing

- a. Tester stands behind barrier and indicates person in line can approach.
- b. Tester asks the person to be screened if they answered yes to any of the Entry questions. If yes – direct the person to the assessor and follow further assessment procedure below. If no – proceed with testing.
- c. Person to be tested stands on floor markings with head at least at 45 degrees to the slot to present their forehead. Once the forehead is ready and the person being tested can't cough on the tester, the tester can then approach the slot and test. Advise the person they will be tested once. If they test 37.5°C or above, they will be tested a second time and should remain in place.
- d. Maintaining distance at an arm's length away, point the thermometer to the worker's forehead and scan twice. Don't place the arm through slot or hole in screen and only the end of the thermometer should go through the slot, as far as needed to get the right angle to test. The thermometer will measure at 30mm from the forehead, do not touch the forehead. Take a few seconds between people being screened to relax the arm, don't continually hold arm up.



- e. Observe person being tested for symptoms such as persistent cough or breathing difficulties.
- f. Take the first reading. If the reading is below 37.5°C, the person can proceed into the workplace and no record will be kept.
- g. If the first reading is 37.5°C or above, take a second reading. If the second reading is below 37.5°C, the person can proceed into the workplace and no record will be kept.
- h. If symptoms are noted and/or the second reading is returned at 37.5°C or above, direct the person to the assessor and advise the assessor of the both readings to enable them to record the information. The tester may wish to keep a pad and pen to hand to record temperatures. They do not need to record any other details, the assessor will do this.

9. PPE Testing

- a. Tester to put on PPE in the following order: coverall/gown, mask*, goggles where required, gloves - taking care to tuck the ends of the gown into the gloves.
- b. Tester stands at least 1.5m from the testing position and indicates person in line can approach.
- c. Tester asks the person to be screened if they answered yes to any of the Entry questions. If yes – direct the person to the assessor and follow further assessment procedure below. If no – proceed with testing.
- d. Person to be tested stands on floor markings. Tester to ensure person is angled 45 degrees to tester. Once the person is in position and the person being tested can't cough on the tester, the tester can then approach their testing markings and test. Advise the person they will be tested once. If they test 37.5°C or above, they will be tested a second time and should remain in place.
- e. Maintaining distance at an arm's length away, point the thermometer to the worker's forehead and scan twice. The thermometer will measure at 30mm from the forehead, do not touch the forehead. Take a few seconds between measurements to relax the arm, don't continually hold arm up.
- f. Observe person being tested for symptoms such as persistent cough or breathing difficulties.
- g. Take the first reading. If the reading is below 37.5°C, the person can proceed into the workplace and no record will be kept.
- h. If the first reading is 37.5°C or above, take a second reading. If the second reading is below 37.5°C, the person can proceed into the workplace and no record will be kept.
- i. If symptoms are noted and/or the second reading is returned at 37.5°C or above, direct the person to the assessor and advise the assessor of the both readings to enable them to record the information. The tester may wish to keep a pad and pen to hand to record temperatures. They do not need to record any other details, the assessor will do this.

10. Refusal to test

- a. If a contractor or visitor refuses to be tested, direct them to leave site immediately and advise them they will not be permitted entry without an acceptable test. Provide them with a pamphlet outlining this information.
- b. If an employee refuses to be tested or to provide the requested information to enable assessment, direct the person to the assessor and advise the assessor.
- c. The assessor should advise the line manager of the refusal to test, provide the employee with a pamphlet outlining refusal to test information and direct the person to leave the site.

11. Further assessment

- a. The assessor should be present during the testing and assist in maintaining social distancing for the queue. When a person returns a second reading of 37.5°C or above or is observed showing symptoms or refuses to test, the assessor should remove the person from the general area and take them aside privately to record the health information in the approved form. These forms will be online with back up paper copies available. This should be done outside if possible and the assessor should ensure a distance of 2m is maintained from the person.
- b. The assessor should wear a mask and provide the person with a mask.
- c. The assessor should also have a thermometer available.
- d. Complete the further assessment screening form with the person.
- e. Online assessment forms should be used as the first option. If completing an online assessment form, the form will automatically save in the relevant secure Sharepoint site and will be maintained in accordance with privacy laws. If access is required, the request can be made to tempchecks@auspost.com.au
- f. If the online form process fails, the assessor should use a printed paper form and keep it secure until the end of the screening process. The forms should then be scanned and sent to tempchecks@auspost.com.au. The paper forms should be securely destroyed once they have been emailed.



- g. The assessor can conduct a third test at their discretion (eg the person has been in a hot environment, the person alleges the temperature gauge was inaccurate or other plausible reason). They should wait approximately 10 minutes to take the third test and may need to relocate to an inside area if outdoor temperature or environmental conditions are a factor. If the third reading is below 37.5°C, the person can proceed into the workplace, however a health record should be completed.
- h. If the assessor requires further guidance, they can contact the COVID-19 hotlines below for advice. This may be necessary if the person presents as visibly unwell and the assessor is concerned about their ability to return home safely.
- i. The assessor should ensure:
 - i. The person is directed to leave the site;
 - ii. The person is able to safely return home without utilising public transport eg drive themselves, have a household member collect them, uber/taxi; or
 - iii. If the COVID-19 hotline provides advice that a person should obtain medical advice immediately, ensure the person is able to safely travel to the nearest appropriate hospital or medical clinic for further advice and testing without utilising public transport eg drive themselves, have a household member collect them, uber/taxi. The person should ensure they notify the hospital or doctor before attending.
- j. Advise the line manager of the person of the direction for the person to leave the site. The manager who will follow the Australia Post self-assessment guidelines.

12. End of screening process

- a. At the end of the screening session, if wearing PPE remove it in the following order:
 - i. Remove gloves inside out and dispose into the plastic bag lined bin.
 - ii. Perform hand hygiene (hand sanitiser acceptable).
 - iii. Remove goggles. Place disposable goggles into the plastic lined bin or clean reusable goggles using alcohol wipes or approved surface spray and paper towel before reuse.
 - iv. Remove gown, taking care not to touch surfaces exposed to contamination and dispose of disposable gown into the plastic bag lined bin. Wash hands.
 - v. Remove mask, taking care to handle by the strings only. Dispose of mask into the plastic bag lined bin.
- b. Perform hand hygiene (hand sanitiser acceptable).

Cleaning

- a. Perform hand hygiene (hand sanitiser or 20 seconds washing with soap and warm water).
- b. Put on clean gloves. Use alcohol wipes or paper towel and approved surface spray to clean surfaces including all surfaces in the isolation room(s), the testing barrier and the thermometer handle.
- c. Dispose of gloves into the plastic bag lined bin. Tie off the plastic bag and dispose appropriately. Wash hands after this.
- d. Perform hand hygiene (hand sanitiser or 20 seconds washing with soap and warm water).

Local Safety Actions – <INSERT FACILITY HERE>			
<i>Note: Validate proposed safety actions with Network Safety before implementing, including any additions to the Safety Instructions. Site-specific exposures and actions must be added to your Facility Risk Register</i>			
Exposure	Priority*	Site-specific Safety Actions	Date actioned
<Describe>	<H-L>	<Describe. Insert extra rows as needed>	
<Describe>	<H-L>	<Describe. Insert extra rows as needed>	

Action Priority Guide

Important. These are indicative, suggested timeframes only. Consider your workplace’s conditions and exposures. Adjust timeframes accordingly. U = Urgent / immediate H = High before introducing new plant / work process, or within 7 days M = Medium within 30 - 60 days L = Low within 60 -120 days

*For details see; WHS Risk Management Procedures, Appendix D: Risk rating & action priority tables

Consultation: <Name and role of workers consulted incl. Health & Safety Representative (HSR) and manager/s. Date next scheduled Health & Safety Committee>
Date: <DD/MM/YYYY>

Document Approver/s & Position:
Document Author: Stephen Hehir

Document Owner: Enterprise Safety
Document Approval Date: TBA Review Date:
Classification: Internal

<p>All safety actions completed and added to Facility Risk Register: Workplace manager's signature:</p>	<p>Date:</p>
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***NOTES REGARDING MASK USE:**

Fitting Instructions



1

Hold the respirator in one hand with nose-piece at your fingertips, allowing the head straps to hang freely below your hands.



2

Place respirator against your face with the nose-piece on the bridge of your nose.



3

Place the top strap high on the back of your head. Move the bottom strap over your head and position it below your ears.



4

Use both hands to mould the nose-piece to the shape of your nose for a secure, comfortable fit.



5

Test to fit. Cup your hands over the respirator and exhale strongly. If air flows around your nose, tighten the nose-piece. If air escapes around the edges, reposition the straps for a better fit.



6

See DIRECTIONS FOR USE and LIMITATIONS OF USE for the respirators.

Signs at Entry

Refer to COVID-19 Temperature Screening Facility Signage Pack

COVID-19 Hotline Numbers

NSW/ACT 1800 020 080 (National hotline)

VIC 1800 675 398

QLD 13 43 25 84

SA 1300 232 272

NT 1800 020 080

TAS 1800 671 738

WA 1800 020 080