

Purpose:

To help prevent the spread of COVID-19 at Mauser Packaging Solutions facilities and to comply with state orders for screening of essential workers.

Methodology:

Utilizing infrared non-contact thermometers (IRTs), each employee will have their temperature taken each day by trained testers and referred to the Human Resource Manager, Associate or designee if they have a fever at or above 100°F for the appropriate action.

Communication:

When possible, employees should be notified in advance of the date that large scale temperature testing begins. It is recommended that notice is give (3) or more days in advance as well as the day before. During large scale temperature testing, particularly during peak times, interpreters may need to be available to assist in communications.

Site Considerations:

It is recommended to have one point of entry for testing participants. At those locations where this is not practical, it is recommended to have as few entry points as possible. The site chosen should be large enough to accommodate employees arriving for work. Tents or other cover may be appropriate to shield employees from weather if testing or staging will be performed outdoors. This protocol establishes a separate staging area for employees that need to be re-tested. Ideally this area should be removed from the main testing line and be sufficient in size to maintain 6 foot separation between employees.

In extreme weather conditions IRTs may not work as effectively. An employee who drinks coffee prior to his or her shift, dresses in layers, wears headgear, has been standing in the sun, etc., may exhibit a higher temperature than normal. A secondary temperature reading should be made in any instance where the employee's temperature is below 95.9°F or 100°F or higher (have the employee wait for a few more minutes and recheck).

Testers:

A recommended ratio of one tester for every 25-30 employees reporting for a shift would be ideal. The Plant Manager, in consult with the Human Resource Manager or Associate, along with critical members of the management team, should select testers from among the most qualified personnel in the plant. It is recommended that salaried employees (managers) be chosen as testers. In addition, a pool of additional testers should be identified for rotational purposes or as alternates.

Self-Assessments:

Employees must continue to perform self-assessments according to current policy. This screening process does not replace that requirement! If an employee responds "yes" to any of the following then they are to contact HR and are not to report to work, enter the building or stand in line for testing:

- Do you have a fever (greater than 38°C/100° F)?
- Do you have cough or congestion?
- Are you experiencing shortness of breath?
- Have you been in close proximity to an individual who has tested positive for COVID-19 in the past 14 days?
- Have you been in close proximity to an individual who has been quarantined by a medical provider in the past 14 days?

PPE and Supplies:

Personnel screening employees will use disposable gloves and a filtering facepiece (FFP) respirator. All employees to be tested must be wearing a face covering when use is considered mandatory at the facility; strongly advised in other cases. A NIOSH approved N95 FFP or, FDA-approved equivalent, will be provided to temperature takers. Hand sanitizer and methods to periodically disinfect IR thermometers, such as in case of accidental contact, will be provided in the test area for proper infection control.

The temperature measuring devices will be housed in the HR Managers office and maintained in accordance with manufacturer instructions. A sufficient quantity of spare batteries (4-5 day supply) should be kept on hand. This can be determined by the manufacturer's stated measurement capacity per charge and the number of employees to be tested per shift (with additional buffer for re-tests).

A bag or container for disposal of used gloves should also be in the testing area.

Training:

Follow the manufacturer's directions to operate the thermometer. A Temperature Screening Protocol Training presentation is being provided. It is recommended that the presentation be customized to cover operation of the specific temperature measuring devices being used.

Process:

Temperatures should be taken at the temple to minimize face-to-face contact. Multiple testers should be identified at shift arrival time and the facility should have in place a procedure to test "stragglers" or those employees and visitors who arrive during non-peak time.

During non-peak times, the HR Manager, Associate or Designee will act as the primary screener; a tester "tree" should be established and may include other management personnel. All Testers must be trained using the Temperature Protocol Training material provided.

All visitors as well as on-site vendors/contract employees and drivers should be tested. Employees returning from break or lunch who have been tested once need not be tested again.

Testing:

Rather than recording all employees' temperatures, tester will notify the facility HR representative when an employee does not pass the screening, noting the reasons, e.g., temperature taken at 7:00 a.m. and again at 7:15 a.m. and at or above 100° F both times). This information will remain confidential and will be communicated only to the HR Manager or Associate.

Social distancing of at least 6 feet must be maintained for employees waiting in line for testing. Suitable markings such as cones, tape, or other markings should be used to maintain social distancing. Where weather or environmental conditions warrant, consideration should be given to tents or other covers when employees are in test lanes that extend outdoors.

1st Temperature Check

Following the guidelines below, direct employee to appropriate line or area.

- Below 95.9°F, have employee wait a few more minutes and then recheck
- Between 95.9°F and 99.9°F, employee may enter the workplace
- 100°F or above, have employee wait a few more minutes and recheck

After 2nd Recheck (if Required):

- If 100°F or over, must deny access to the facility
- If below 100°F individual can enter building

For those employees being sent home, the HR Manager or Associate will document: (1) the person's name, position and, if an employee, the manager's name, (2) the date and time of screening, and (3) the person's best contact information (mobile phone preferred).

Reminder:

Please remember to continue to follow preventative measures no matter how many employees are in the office or building - physical distancing, stay home when sick, use cough and sneeze etiquette, practice hand hygiene as often as possible, clean all high-touch surfaces regularly and use face coverings when directed.