

Subject: Temperatures  
To: All Staff  
From: Timothy M. Betti, Warden  
Date: 3/20/2020

Effective Immediately,

1. At the start of the work day/shift, all employees will be required to pass a screening prior to entering the prison to work. This screening will be a check of body temperature.
  2. Temperatures will be taken at the main entrance in the vestibule (the area between the two sets of doors) under the supervision of the incoming Shift Commander. The Shift Commanders will make the decision as to who will be used to take temperatures of the incoming staff.
    - a. If the temperature of the person is below 100.4 then he/she will be allowed access to the facility.
    - b. If the temperature registers 100.4 or higher, then he/she should be asked to step out into the parking lot area and he/she will be given a second temperature check 5 minutes later, to make sure the thermometer did not have a false positive.
      - i. If the second reading is below 100.4, then he/she will be allowed access to the facility.
      - ii. If a second reading is a temperature of 100.4 or higher,
        1. that person shall not be allowed in to the facility
        2. the report/form (page 2 of this memo) shall be filled out and forwarded to the Shift Commander(s).
        3. if the employee is complaining of flu like symptoms and shows a fever of 100.4 or higher, he/she will need a doctor's note to return to work.
- A note to everyone: If you are experiencing flu like symptoms, stay home. Do not come to work. Contact your healthcare provider for guidance.
  - **This screening process will be applied to everyone prior to allowing admittance into the Reception Area, including lawyers of the inmates.**

**Lackawanna County Prison  
Coronavirus Supplemental Screening for Employees**

Personnel completing the screening should complete this form if an employee member exhibits a temperature reading equal to or greater than 100.4 degrees.

Employee Name:		Employee Number:	
Classification/Job Title:		Date/Time:	
1.	Does the employee have a fever $\geq 100.4^{\circ}$ Fahrenheit ( $38^{\circ}\text{C}$ )	Yes	No
2.	Does the employee have symptoms of lower respiratory illness (e.g. cough, shortness of breath)	Yes	No
3.	If "Yes" to number 2, did the employee have close contact* with a person who is under investigation for 2019-nCoV while that person was ill?	Yes	No

***For an individual answering "Yes" to Question #1, refer them to their medical provider with instructions that they must stay on leave until medically cleared to work by a licensed clinician and return to work with a note/Fitness for Duty Form. For an individual answering "Yes" to question #2 AND #3, refer them to their medical provider with instruction that they must stay on leave until medically cleared to work by a licensed clinician and return to work with a note/Fitness for Duty Form. Personnel conducting the screening shall immediately notify the Shift Commander***

Completed by:

Printed Name: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Shift Commander Name: \_\_\_\_\_ Date/Time: \_\_\_\_\_

**Note:**

\*Close contact is defined as:

- a. Being within approximately 6 feet (2 meters) or within the room or care area for a prolonged period of time (e.g. healthcare personnel, household members) while not wearing recommended personal protective equipment (i.e. gowns, gloves, respirator, eye protection).
- b. Having direct contact with infectious secretions (e.g. being coughed on) while not wearing recommended personal protective equipment.