



City of Sunny Isles Beach Administrative Regulation

Regulation Name	COVID-19: Employee & Visitor Health Screenings Program
Regulation Number	2020-02
Effective Date	April 27, 2020
Revision Date(s)	
Prepared By, Title	Yael Y. Londoño, HR & Risk Management Director
Approved By, Title	Christopher J. Russo, City Manager 

I. Purpose

This Administrative Regulation establishes the policies and procedures for COVID-19 Employee & Visitor Health Screenings. All employees reporting to work and/or visitors entering City facilities, will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19.

II. Scope

The policy applies to all employees of the City of Sunny Isles Beach as well as any visitor to the City's facilities.

III. Policy and Procedures

- a) Every employee and visitor will be screened daily when reporting to work or entering a City facility. Employees and visitors should report to the designated checkpoint and/or location upon arrival at work and prior to entering any other areas within the City facilities. Employees will be informed via email of the designated checkpoints and/or locations.
- b) Each employee and visitor will be screened by use of a touchless forehead/temporal artery thermometer. Several questions will be asked and a temperature check for fever will be obtained, at which time a wristband (different color each day) will be given to the individual employee and/or visitor to be worn throughout the day. Once the wristband is obtained individuals are free to enter and leave City facilities throughout the day. The employee's temperature and answers to respiratory symptom questions will be documented, and the record will be maintained as a confidential medical record and kept in Human Resources.

- c) An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath or any other symptoms delineated by the Center for Disease Control (CDC), will be sent home. The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.
- d) An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing. Human Resources will advise when an employee has been cleared to return to work or if the employee can take leave under the Families First Coronavirus Response Act (FFCRA).
- e) An employee who experiences fever and/or respiratory symptoms or any other symptoms delineated by the Center for Disease Control (CDC) while at home should not report to work. Instead, the employee should contact his or her immediate supervisor for further direction.
- f) A visitor who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath or any other symptoms delineated by the Center for Disease Control (CDC), will be refused entry and will have to use alternate means to conduct their city business (i.e. email, phone, city website, etc).
- g) Any employee or visitor refusing to complete the screening questionnaire or have their temperature taken, will be refused entry. Further, any employee refusing to be screened, or enters a city facility without being screened or wearing their wristband, will be subject to the City's attendance policies and may also be subject to discipline up to and including termination.
- h) The provisions of this Administrative Regulation shall be in effect for the duration of the COVID-19: Employee & Visitor Health Screenings Program, as determined by the City Manager.