

## **COVID-19: EMPLOYEE TEMPERATURE SCANNING**

### **COMMUNICATION PLAN**

#### **OBJECTIVE OF PROOF OF CONCEPT TEST**

- To understand and demonstrate the process flow for screening employees' temperatures before they enter a postal facility
- To validate the technology capability of screening for temperatures using a thermal camera and non-contact thermometer
- To evaluate and verify space constraints to conduct temperature screening while maintaining social distancing
- To ensure that the temperature-taking processes adequately address employee privacy concerns, including Privacy Act and EEOC medical testing, notification and related medical information record creating and keeping requirements

#### **OVERVIEW**

The Postal Service provides a vital public service that is a part of the nation's critical infrastructure. While the acceptance, processing and delivery of the nation's mail and packages has continued through the pandemic, the Postal Service has been actively preparing for a new normal. The new normal will include, among other things, new processes and procedures designed to protect the health and safety of postal employees.

One new procedure involving scanning employees' temperatures as they arrive to work will begin being tested this month in two locations — Northern Virginia and Oklahoma City.

<b>MAY 18</b>	<b>MAY 25</b>
<b>NOVA District</b>	<b>OK City District</b>
Merrifield P&DC	Oklahoma City P&DC
Falls Church Carrier Annex	
Fairfax Main Post Office	

#### **KEY MESSAGES**

- The Postal Service provides a vital public service that is a part of the nation's critical infrastructure.
- For months, the Postal Service has been planning and preparing for the new normal, which will consist of new processes and procedures designed to protect the health and safety of postal employees nationwide.
- One new potential procedure involves scanning employees' temperatures as they arrive to work. The equipment and proof of concept testing process will begin this month in two locations — Northern Virginia and Oklahoma City.

## FAQs

### 1. What is the Postal Service doing?

The Postal Service is testing equipment and processes necessary to take employees' temperatures as they arrive for work.

### 2. Why is the Postal Service doing this?

The Postal Service is conducting these tests to determine whether temperature screening is a viable option to further protect the health and safety of postal employees nationwide and assist in stopping the spread of COVID 19.

### 3. Where will the proof of concept tests be conducted?

The tests will be conducted in four locations: three in Northern Virginia and one in Oklahoma City.

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### 4. Why were these locations selected?

These locations were selected due to their proximity to high-level support. The Merrifield P&DC is adjacent to the Postal Service's Engineering team and the Oklahoma City P&DC is near the Norman, OK, National Center for Employee Development (NCED).

### 5. How many employees work in the four locations?

<b>NORTHERN VIRGINIA</b>	<b>BARGAINING</b>	<b>NON-BARGAINING</b>	<b>TOTAL</b>
▪ Merrifield P&DC	627	47	<b>674</b>
▪ Falls Church Carrier Annex	76	4	<b>80</b>
▪ Fairfax Main Post Office	62	4	<b>66</b>
<b>OKLAHOMA CITY</b>			
▪ Oklahoma City P&DC	541	48	<b>589</b>

### 6. What equipment is being tested? How does it work?

The Postal Service has purchased two different devices for testing purposes.



The Fotric 226B is a group temperature screening device. It can screen entire groups of people simultaneously. It generates a sound and turns red with an abnormal temperature is detected.



The HotSpot Non-Contact Infrared Thermometer is geared for smaller facilities. Temperature readings can be taken between 5cm to 15cm from the employee's forehead. An alarm will sound when the reading is above 100.4 degrees.

**7. Have the unions and management associations been briefed?**

Yes, the unions and management associations have been briefed at the National level.

**8. Is it mandatory for employees to have their temperatures taken?**

No. During the proof of concept test, having temperatures taken will be voluntary.

**9. What happens if the employee has a high temperature?**

Every employee will have their temperature taken before entering the workplace. If the temperature is above **100.4°F** they will be sent for secondary screening to confirm. If temperature is still high, they will be asked to go and see their medical provider for further guidance and will not be permitted to enter the workplace.

**10. What constitutes a high temperature?**

In this case, a high temperature is defined by the Centers for Disease Control (CDC) as 100.4 degrees Fahrenheit and higher.

**11. How will employees be notified if they have a high temperature?**

Employees will be notified privately and confidentially and be provided with instructions on what they should do next.

**May 12, 2020**

# **Mandatory Stand-Up Talk**

## **PROOF OF CONCEPT TEST SITES ONLY**

### **Proof of Concept Temperature Tests to be Conducted in Two Postal Districts**

While the acceptance, processing and delivery of the nation's mail and packages has continued through the Coronavirus Disease 2019 (COVID-19) pandemic, the Postal Service is preparing for the possibility of establishing some new work procedures while the pandemic persists.

This includes evaluating potential new processes and procedures to continue protecting your health and safety and that of our customers.

One of the first proof of concepts the Postal Service will test involves taking the temperatures of employees on a voluntary basis as they enter the workplace each day.

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Proof of concept tests will begin this month in Northern Virginia and in Oklahoma City and will run for two weeks. The Northern Virginia proof of concept test will begin May 18 at the Merrifield P&DC, the Falls Church Carrier Annex, and the Fairfax Main Post Office. The Oklahoma City proof of concept test will begin May 25 at the Oklahoma City P&DC.

Having your temperature taken as part of these proof of concept tests will be voluntary. Data from the proof of concept tests will be used to evaluate the temperature-taking system and to determine the feasibility of expanding the use of these employee temperature taking processes to other Postal Facilities.

To protect employees' privacy, no health data will be collected or maintained during the proof of concept tests. If an employee has a temperature of 100.4 degrees Fahrenheit or higher during the proof of concept test, that person will be informed about the temperature reading in private and will be sent home for their own and others' safety. If an

employee is sent home, they will be provided either existing Employee Paid Sick Leave (EPSL) under the Families First Coronavirus Response Act (FFCR Act) or administrative leave.

As always, your health and well-being are a top priority for the Postal Service. Thank you for listening.