



TOP GUARD SECURITY

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STANDARD OPERATING PROCEDURE FOR USE OF INFRARED THERMOMETERS

Purpose of this SOP: General outline for any Security Officer assigned to verify acceptable body temperature, as a prerequisite to gain access to the facility. This protocol has been established as a result of a CDC edict calling for extra safety measures due to the Covid-19 crisis. These procedures will be modified as the situation changes, or by client request. The security officer will be fully trained on the temperature gauging device and equipped with any necessary Personal Protective Equipment as required and supplied by the client. Two officers available in full PPE will allow a rotating schedule, maintaining continuous screening, while permitting each to remove the outer PPE requirement as needed (primarily for break periods).

INFORMATION FOR SECURITY OFFICERS WHO USE THE THERMOMETERS:

Before using the thermometer

- 1 Look at the infrared sensor lens at the end of the unit. If dirty, it should be cleaned so the thermometer works properly. To clean the lens, wipe gently with a damp swab or softly blow compressed air onto the lens. Do not use solvents, and do not touch the lens with your fingers. If stored properly, the Infrared Thermometer should not need to be cleaned every day.
- 2 If the thermometer has been stored in an environment that is much cooler or much warmer than the environment where it will be used to take temperatures, allow 20 minutes for the device to reach the environmental temperature of where it will be used before taking anyone's temperature.
- 3 To prevent transmission of disease, avoid direct contact of the thermometer with the individual's skin.

Setting the thermometer to take body temperature measurements

- 1 Set the Body-Surface- switch for "Body" for accurate measurements in the range of 89.6.0 to 108.5°F.
- 2 Hold the meter by its handle and point it toward the surface to be measured. Measurement distance should be (2 to 6) inches.
- 3 Press the trigger to turn the meter on and take a temperature reading. The temperature reading appears in the large display and the logged data number and value appear in the smaller display.
- 4 Release the trigger and the reading will hold for approximately 7 seconds after which the meter will automatically shut off. Trigger presses can occur up to a rate of one a second to quickly log samples.

Taking a Person's Temperature

- 1 Ask the person to push back their hair, remove their glasses or hat, and wipe off any perspiration from their forehead in order to get a correct reading.
- 2 Avoid putting the thermometer in direct contact with skin.
- 3 Hold the thermometer (2 to 6) inches from the person so that a correct temperature reading can be taken. This is VERY important. Temperatures will be inaccurate if the thermometer is held farther away than 6 inches or closer than 2 inches. Press the trigger to take the person's temperature. The temperature will be displayed on the screen in one second.
- 4 Release the trigger and the reading will hold for approximately 7 seconds after which the meter will automatically shut off. Temperature can be taken again after 7 seconds.
- 5 If the body temperature is higher than 99.5 F an alarm will automatically beep. Wait a few minutes and take the person's temperature again, with a different thermometer. If the temperature is still above 99.5 F this person's temperature is above normal and the proper notification must be made for further instruction for entry into the work place.
- 6 Refuse entry to the person and log the person's temperature reading, with date and time, in the log book provided. A supervisor should be notified if someone is being refused entry due to high temperature readings.



TEMPERATURE SCREENING PLAN



The Client will provide the equipment necessary to set up "ONE" line of traffic with cones or tape. Due to the April 3rd CDC recommendation on the use of masks that cover the nose and mouth, all security officers will utilize an approved mask during forehead thermometer checks and walk-through temperature systems.



To conduct screening: The entry point will have 2 security officers equipped with clipboards, and document the name of each employee/visitor, and their current temperature. This will be conducted with 100% compliance.



Inclement weather gear for security officers will be provided by Top Guard as needed.



If any employee has a temperature above 99.5 F, the officer will follow protocol that the client has in place, and entry will be permitted only at the client's discretion.

PRE-ASSIGNMENT TRAINING REQUIREMENTS:

- 1 **TARGET SOLUTIONS VIDEO LIBRARY: RED VECTOR – PERSONAL PROTECTIVE EQUIPMENT**
- 2 **TARGET SOLUTIONS VIDEO LIBRARY: RED VECTOR – BLOOD PATHOGEN**