# Health Screenings Guidelines
## *COVID-19*

Tacoma-Pierce County
**Health Department**
*Healthy People in Healthy Communities*

## Health Screenings with Temperature Checks in Community Settings

Maintain social distancing of 6 feet or more unless you are checking client temperatures. Staff checking temperatures should not be over 60 years old, pregnant, or have underlying health conditions.

**1. Put on appropriate PPE in designated area when a client approaches for entry.**

Wash your hands or use hand sanitizer. Put on personal protective equipment (PPE) in the following order:
- Face mask (see reverse for instructions on putting on, wearing, and taking off a face mask)
- Eye protection (such as lab goggles).
- Gloves.

**2. Inform the client you must complete a health screening prior to facility entry.**

Ask the client if they have had any of the following:
- A new cough that you can't attribute to another health condition?
- New shortness of breath that you can't attribute to another health condition?
- A new sore throat that you can't attribute to another health condition?
- New muscle aches that you can't attribute to another health condition, or a specific activity like physical exercise?
- A new fever (100.4°F or higher), or a sense of having a fever (such as new muscle aches or chills)?

If a client answers **yes** to any of the screening questions, see Guidance for COVID-19 Symptoms and Testing.

**3.  Inform the client you must check their temperature.**
- Turn on thermometer and follow manufacturer's instructions for its use.
    - Don't use an oral thermometer in the community setting.
    - For tympanic, infrared, and temporal thermometers – clean between uses or use a protective covering - follow the manufacturer's recommendation.
- Read temperature collected by the thermometer.

If a client temperature shows a **fever** (100.4°F or higher), see Guidance for COVID-19 Symptoms and Testing.

**4. Actions to take between clients.**
- You don't need to change your mask or clean your glasses unless they get dirty.
- If using a touchless thermometer, you don't need to change gloves between guests.
- If you touch a guest or their belongings, change your gloves. Always wash your hands or use hand sanitizer after removing gloves.
- Clean thermometer according to manufacturer's instructions.

**5. At the end of your shift.**

In a designated area, discard disposable PPE and clean reusable PPE and thermometer with appropriate cleaner. Clean thermometer according to manufacturer's instructions.

To take off PPE, perform the following steps in order:
- Discard gloves in the garbage.
- Remove eye protection by pulling the strap over your head. Don't touch the front of your eye protection.
    - If reusable goggles, clean eye wear according to manufacturer's instructions
- Discard face mask in the garbage at the end of your shift.
- Wash hands or use hand sanitizer.

Adapted from WA DOH, 2020: https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Employervisitorscreeningguidance.pdf

# Health Screenings Guidelines
## *COVID-19*

**Instructions on How to Wear a Face Mask**

### How to put on a face mask
1. Clean your hands with soap and water or hand sanitizer before touching the mask.
2. Remove a mask from the box and make sure there are no obvious tears or holes in either side of the mask.
3. Determine which side of the mask is the top. The side of the mask that has a stiff bendable edge is the top. It is meant to mold to the shape of your nose.
4. Determine which side of the mask is the front. The colored side of the mask is usually the front and should face away from you, while the white side touches your face.
5. Follow the instructions below for the type of mask you are using:
   - **Face mask with ear loops**: Hold the mask by the ear loops. Place a loop around each ear.
   - **Face mask with ties**: Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
   - **Face mask with bands**: Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
6. Mold or pinch the stiff edge to the shape of your nose.
7. If using a face mask with ties, take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
8. Pull the bottom of the mask over your mouth and chin.

### While wearing a face mask
9. Don't touch the front of the face mask.
10. Continue wearing the same face mask for your shift unless it breaks, gets dirty or is hard to breathe through.
11. If you need to remove a face mask for re-use:
    - Carefully fold the facemask so the outer surface is held inward and against itself.
    - Store the folded face mask between uses in a clean sealed paper bag or breathable container.
    - Throw away the mask if dirty, damaged or hard to breathe through.

### How to remove a face mask
12. Clean your hands with soap and water or hand sanitizer before you touch the mask. Avoid touching the front of the mask. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
    - **Face mask with ear loops**: Hold both ear loops and gently lift and remove the mask.
    - **Face mask with ties**: Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties loosen.
    - **Face mask with bands**: Lift the bottom strap over your head, then pull the top strap over your head.
13. Throw the mask in the trash. Clean your hands with soap and water or hand sanitizer.

Adapted from https://www.sfcdcp.org/communicable-disease/healthy-habits/how-to-put-on-and-remove-a-face-mask/