

INTRODUCTION OF TEMPERATURE TESTING IN THE WORKPLACE

As part of the ongoing measures we are taking to keep the workplace safe from COVID-19 we are going to introduce temperature testing. This letter is to explain how this will work and should be kept with your contract of employment because it forms part of your contract of employment with us.

Why are we doing this?

You will be aware the NHS advises us the main symptoms of coronavirus are:

- a high temperature – meaning 38 degrees or higher
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

We wish to try and prevent anyone unwittingly attending work with symptoms, when they might not realise their temperature is rising, although we acknowledge that the symptoms of COVID-19 and medical understanding of them are constantly changing.

When will this start?

This will start on Monday 22nd June 2020. The policy of testing will last as long as it is prudent for us to be taking tests as part of efforts to control the virus.

What would happen?

On arrival to the building you will be required to have your temperature taken by the thermal imaging camera located in reception. If your temperature is above the threshold then the screen on the laptop will flash red, (please note that this does not necessarily mean that you have COVID-19).

If your temperature is above the threshold then you will be required to call a member of the Pharmaxo Patient Services team who will verbally take you through a further assessment. The assessor will have access to the recorded temperature from the thermal camera.

The assessor will instruct you to take your temperature using the handheld forehead thermometer and guide you through this process. You will then be asked to tell them what the reading is.

If the temperature check records a temperature of 38° or below the you will be advised to enter the building and attend work as usual.

If the second temperature reading is 38.1° or above the assessor will take you through a logic tree which will identify if you are able to enter the building.

If the assessment indicates that you should not enter the building, then you will be advised to return home and follow the NHS guidance to self-isolate. HR will be informed, and they will continue to communicate with you about this absence and the protocols that are required to be followed.

Can I refuse to take a temperature test?

We would hope you would agree that a temperature check is a prudent measure for us, as your employer to take to prevent the spread of COVID-19 as part of a suite of measures in the workplace and that you will co-operate with any reasonable request made to undergo a check. Refusal to co-operate could be a disciplinary issue like any other failure to follow reasonable management instructions.

What about data protection?

Any data created as a result of the readings which are recorded and retained for our records (your name, the date, the readings taken, the advice given to you to self-isolate), will be dealt with in accordance with the Group Privacy Policy, and kept securely by HR in accordance with data protection legislation. Such health data recording and use will be necessary to carry out our obligations and exercise specific rights as your employer and our duties under health and safety laws.

A copy of our Privacy Notice is available on the Intranet.

What do I do next?

You need to sign and return a copy of this letter to HR to say you have understood the contents of this letter.

Name:

Signature:

Date: