

Example Employee Temperature Screening for Consideration by Owner/Operators (Updated March 31, 2020)

The following is an example of a Temperature Screening being conducted in McOpCo restaurants beginning April 3. Owner/Operators are strongly encouraged to review the materials and consult with their EPLI and privacy counsel to decide if implementing a similar procedure makes sense for their organization.

Step 1: Employee has clocked in and answered No to all Wellness Check questions.

Step 2: Employee finds shift manager and requests a temperature screening.

Step 3: The shift manager performs the screen with a no contact infrared thermometer. The test should take place in the crew room or a space in the dining room that provides privacy but also allows for social distancing from other customers and employees.

Note: Shift managers should have another manager perform their screen.

Step 4: Review the results.

If employee's temperature is below 99.5 °F, employee may proceed to work their shift.

If employee's temperature is at or above 99.5 °F:

- (a) The manager will send employee home and clock employee out.
- OR
- (b) The employee may request a second test but must wait fifteen minutes from the time of the first test. Employee should maintain six feet of separation from all employees and customers during this waiting period.
 - a. If employee's second test result is below 99.5 °F, employee may work their shift.
 - b. If employee's second test result is again at or above 99.5 °F, the manager will send employee home and clock the employee out.

Step 5 (Return to Work):

Employee follows Steps 1-4 once he/she feels ready to return to work. To return to work, the employee will need to have completed any period of required quarantine/self-monitoring, and, if suspected or diagnosed with COVID-19, (1) be cleared by their medical provider with written documentation or (2) only return after at least 72 hours have passed since recovery defined as resolution of fever without use of fever-reducing medications **and** improvement in respiratory syndromes (e.g., cough, shortness of breath) for 72 hours **and** at least 7 days have passed since symptoms first appeared.

This Policy is not a promise of employment. Your employment is "at will." Both you and McDonald's are free to terminate employment at any time, with or without notice, for any reason at all. McDonald's reserves the right in its sole discretion, without any prior consultation with any employee, to change or modify any of its policies at any time, with or without notice.

This information is offered as an optional resource to Owner/Operators. Owner/Operators are exclusively responsible for complying with all applicable statutes, laws, and regulations applicable to their restaurant(s), including whether any portions of this resource would conflict with state or local laws. For any legal issues affecting their business, Owner/Operators should consult their own legal counsel. Owner/Operators are responsible for all employment related matters in their restaurant(s) and exercise complete control over the work, working conditions, and terms and conditions of employment for employees in their restaurants. These materials are informational only.

Updated March 31, 2020



Employee Daily Temperature Check Flow Chart

NOTE: This flow chart and instruction sheet were created for McOpCo restaurants that have chosen to take an additional step to screen employees via temperatures checks before their shift and after their break. Owner/Operators may choose to use all, some, or none, of this information in their restaurants. Additionally, if you are operating restaurants in an area where temperature screens are mandated, you are responsible for complying with those applicable laws. Nothing within this document is intended to replace or in any way supersede any temperature screening rules or mandates. Owner/operators are strongly encouraged to review the materials and consult with their EPLI and privacy counsel to decide if implementing a similar procedure makes sense for their organization,

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The safety and security of the employees who work in, and the guests who visit, our restaurants throughout are paramount.

Note this temperature screening process does not replace, and is meant to be done together with, the wellness check screening procedures.



1. Temperature within guidelines: Below 99.5 degrees Fahrenheit
 - a. If yes, the employee or is fit to carry out their work duties unless they are showing other symptoms of Coronavirus – coughing and shortness of breath.



1. Temperature is at or above 99.5 °F degrees.
 - a. Employee cannot work shift or remainder of shift. ask to follow procedure about returning to work in McOpCo COVID-19 Leave Policy.



- b. If an employee shows no other symptoms requests a second test, wait until at least fifteen minutes have passed since the first test and run test on a different forehead location. Follow the flowchart depending on the results.

Employee Daily Temperature Check Procedures (McOpCo Restaurants)

HOW TO PERFORM THE TEST

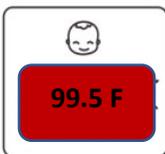
Non-Contact Infrared Forehead Thermometer



Before conducting a test, make sure that the person being checked is calm and not sweaty from traveling to the restaurant or this could cause a higher skin surface temperature reading.

NOTE: Temperature Checks should be conducted in the Lobby Area

1. Touch “ON/SCAN” switch to turn on the thermometer.
2. Press the Mode button to select Body mode. The temperature unit flashes.
3. Move the probe close to the employee’s forehead.
4. Make sure the probe is flat and close to the forehead and not at an angle.
5. Do not touch the meter to the forehead. Perform the test within $\frac{3}{4}$ of an inch of the forehead.
 - In the event you touch someone’s forehead with the thermometer, spray a wrung out, clean sanitizer-soaked towel with Peroxide Multi-Surface Cleaner and Disinfectant solution and wipe down thermometer. At a minimum, the thermometer should be cleaned as such every 2 hours, along with all other high touch point areas of the restaurant.
6. Press “ON/SCAN” button again. The meter will take the measurement automatically as the blue LED blinks.
7. The measurement reading will be displayed in 3 seconds.
 - a. If the temperature reading is under 99.5 °F, the reading will show up on the screen with a green LED and you will hear three short beeps. The person can work per the flowchart.
 - b. If the temperature reading is at or above 99.5 °F, the reading will show with a red LED and you will hear ten short beeps. The person cannot work or can be re-tested per the flowchart.



Reminder: Take employees temperature at the beginning of every shift and repeat after they take a break.

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 - a. If employee's second test result is below 99.5 °F, employee may work their shift.
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Updated March 31, 2020



Shift Huddle

Temperature Screenings

The safety and security of the employees who work in, and the guests who visit, our restaurants are paramount.

NO CONTACT INFRARED THERMOMETER



- Your temperature will be taken by a shift manager at the beginning of each shift, and after returning from any break(s).
- Temperature checks should take place in the crew room or a space in the dining room that provides privacy but also allows for social distancing from other customers and employees.
- If your temperature is below 99.5 °F, you may work your shift.
- If your temperature is at or above 99.5 °F:
 - You will be asked to go home and will need to seek Medical Attention prior to returning to work as per the McOpCo COVID Leave Policy.
 - If you show no symptoms or otherwise feel fine, you may request a second test. If the second test results are within the acceptable range, you may work. If your second temperature also exceeds the guidelines, you will not be permitted to work.



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Temperature Screenings FAQ's Owner Operator

NOTE: These FAQs were created for McOpCo restaurants that have chosen to take an additional step to screen employees via temperatures checks before their shift and after their break. Owner/Operators may choose to use all, some, or none, of this information in their restaurants. Additionally, if you are operating restaurants in an area where temperature screens are mandated, you are responsible for complying with those applicable laws. Nothing within this document is intended to replace or in any way supersede any temperature screening rules or mandates. Owner/operators are strongly encouraged to review the materials and consult with their EPLI and privacy counsel to decide if implementing a similar procedure makes sense for their organization.

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- Why is McDonald's performing temperature screenings?
 - The health and safety of our customers and employees is our top priority. McDonald's believes this additional step could help reduce the risk of exposure to COVID-19 and other illnesses.
- Which employees within the restaurant must have their temperature checked?
 - All employees.
- What is the temperature McDonald's is using to determine if someone can work their shift?
 - McDonald's has decided to use a temperature below 99.5 °F as its standard to determine who is able to work. A temperature of 99.5° F or higher is commonly understood as an indication of fever when measuring via skin temperature and it is consistent with how our global markets are handling temperature screens.
- How will temperatures be taken? Can an employee take their own temperature?
 - A McDonald's shift manager will conduct the temperature screen using a contact-free thermometer to ensure a fair and consistent process for its employees.
 - **Employees cannot take their own temperature. Shift Managers should take their own temperature under the watch of another manager on duty and**

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otherwise will follow the same standards and procedures as other employees.

- What if an employee doesn't have a temperature when they arrive but has one when they come back from break or otherwise begin feeling ill?
 - Based on a temperature reading at or above 99.5 °F, McDonald's would send the employee home, request that they seek medical advice, and create a record as necessary.
- What if a crew person's temp is .1°F higher than the guideline? Why are we drawing the line?
 - McDonald's has elected to use a temperature of 99.5°F as its current standard in its corporate-owned restaurants to help protect the safety and well-being of its employees and customers. A temperature of 99.5° F or higher is commonly understood as an indication of fever when measuring via skin temperature and it is consistent with how our global markets are handling temperature screens
- Should employees who are sent home sick be paid?
 - Given the unique circumstances of COVID-19 as a public health emergency, in the situation where an employee is required to stay out of a restaurant either because McDonald's has required them to do so or public health officials have made that decision for McDonald's because of potential exposure to or diagnosis with COVID-19, we will provide up to a 14-day paid leave for that individual to compensate them for missing their regularly scheduled hours. [McOpCo Paid Time Away Policy](#)
- What if an employee refuses to have their temperature taken?
 - Employees are free to refuse to take a thermometer scan but will not be able to work. Per the McOpCo COVID-leave policy, restaurant employees who choose to remain off work due to concerns related to COVID-19 may use their existing paid time off (PTO) or paid vacation benefits, and if applicable, any paid sick leave benefits. They will not be disciplined for using this time off and are expected to return to work when they have used their benefits and are comfortable returning.
- Can an employee whose temperature was at or greater than 99.5 and feels fine request that their temperature be taken again to confirm their results?
 - If an employee's reading is at or above 99.5°F, they may request another reading on another location on their forehead after 15 minutes have elapsed from their first measurement.
 - If the second reading is at or above 99.5°F, the employee will be sent home per the normal protocols.
- What will be done with test results? Is it reported to state or local government? Is it private?

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- If McDonald's decides to create a record any record will be kept confidential to the extent required by law.
- How long will temperature checks be in place?
 - Temperature checks will remain in place until McDonald's makes a determination otherwise and/or for the duration of any city/state/federal mandate.
- What if a thermometer breaks? How do I get another one? Can I just go buy a traditional one?
 - The GM would contact the Distribution Center to confirm availability of any replacements.
 - An Owner Operator can also purchase their own thermometer elsewhere. It is recommended that the operator purchase a non-contact infrared forehead thermometer to continue to allow for contact-less temperature screenings.

If you have further questions please review the [US Coronavirus Resource Center](#) or contact HRC at 1-877-623-1955

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