

COUNTY OF SANTA CLARA

Office of the Sheriff

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Laurie Smith
Sheriff

MEMORANDUM

TO: All Staff

FROM: Undersheriff R. Sung

SUBJECT: ICC Directive 20-03 (infrared thermometer screening process)

DATE: March 24, 2020

Our agency is implementing mandatory fever screening at the beginning of every employee's shift. All deputies, staff, and essential visitors will be actively checked prior to the commencement of their duties. The Sheriff's Office has decided to take this action in an effort to safeguard our employees from potential exposures to COVID-19. This directive will take effect starting, 03-25-2020.

We will be utilizing infrared thermometers as part of the screening process. We have a limited supply of infrared thermometers, so we will start by issuing them to our Custody and Patrol Divisions. It will be up to every division commander to find an appropriate volunteer to take temperatures of their assigned staff. The County Public Health Department advised that they do not have enough nurses to assist with this assignment.

Per County Public Health Department directives, employees displaying a fever above 99.9 degrees will be sent home for the day on paid administrative leave. In the event an employee displaying a fever is sent home, their supervisor will report the details to the agency's HIPP coordinator and advise the employee to contact the HIPP Coordinator as soon as possible. The HIPP coordinator will work with the employee to determine when the employee can return to work.

This complies with the U.S. EEOC guidelines on how ADA applies to workplace situations during the COVID-19 pandemic, as many of our employees may have been informed by their respective unions. As with all medical information, the fact that an employee had a fever would be subject to ADA confidentiality requirements.

Sheriff's Administration sincerely appreciates our staff for your understanding and cooperation in these times of crisis. We also express our deep gratitude to the CPOA and DSA for agreeing to these parameters and see them as a necessity in protecting the health and well-being of our staff.