



City of Little Rock

Policy For Testing Employee's Temperature

Effective Date: March 18, 2020

City of Little Rock Policy for Testing of Employee Temperatures

Based on guidance from the Centers for Disease and Control ("CDC"), the Arkansas Department of Health and general rules under the Americans with Disabilities Act, the City of Little Rock ("City") shall adhere to the following guidelines when screening any employee for a temperature/fever:

1. The City will be upfront and clear that the temperature test is being administered and used solely to determine if the employee may have a symptom of COVID-19, as opposed to determining whether the employee has some other medical impairment or disability;
2. Where possible, the City will utilize infrared digital thermometers in order to make the process as minimally invasive as possible;
3. The threshold for an employee considered to have a temperature shall be 100.4 degrees Fahrenheit or above per both CDC and Arkansas Department of Health guidance;
4. The City will avoid taking an employee's temperature in public, or in a manner which would allow other employees to discern their co-worker's test result;
5. Any City employee who is determined to have a fever will immediately be sent home from work and will not be allowed to return until that individual is fever-free for at least 48 hours without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants); and
6. The City will keep any records of testing results in confidential files that are maintained by Human Resources and are separate from that employee's general personnel file.
7. Failure to comply with this policy will be considered Insubordination as defined in the Administrative Policies and Procedures Manual.

Any questions concerning this Policy should be directed to the Human Resources Department, 501-371-4590.

Adopted March 18, 2020

Modified March 20, 2020