

PSFA Temperature Taking Protocol

Every SDSU employee must have their temperature taken when arriving at their workplace. Employees are defined as any person who receives a check from SDSU (GTA's, student workers, faculty, staff).

In each school a no touch thermometer and clipboard for documenting that your temperature has been taken will be made available. Please check with your school director for the location(s) of these items.

In PSFA, employees are asked to take their own temperature and notate the time on the sheet provided. You should not enter your actual temperature, just that you've taken it.*

Please follow these steps when arriving at work:

1. Please wipe the handle of the thermometer with an available disinfectant wipe or spray.
2. Take off any head covering and pull back any hair on your forehead, aim the thermometer at the center of your forehead, and pull the trigger. **DO NOT TOUCH YOUR SKIN WITH THE THERMOMETER.**
3. Hold the trigger until the thermometer beeps.
4. Please note when and where you took your temperature on the sheet provided, and then check the temperature in the window.
5. If your temperature is normal, you should see a green light. If your temperature is normal, please wipe down the handle and leave.
6. Anything above 100°F will light up red in the window. If your temperature is 100°F or above, please put down the thermometer and sit down in a cool place for 15 minutes.
7. Take your temperature again.
8. Please note when and where you took your temperature, and then check the temperature in the window.
9. If your temperature is 100°F or above, please leave immediately and return home.
10. Notify your school Director and the Associate Dean for further instructions regarding covering your class(es).
11. Notify your doctor and arrange for a test for the COVID-19 virus. Contact Clarence Singh in the Dean's office for further information about procedures regarding leave.

*HIPAA guidelines prevent actual temperatures being recorded and shared, however, we are asking that employees record when they have their temperature taken.

