

DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS
BUS SERVICES DIVISION



SPECIAL NOTICE

APRIL 17, 2020

TO: ALL BUS OPERATIONS AND MAINTENANCE EMPLOYEES

SUBJECT: TEMPERATURE READING PROCESS

The Center for Disease Control and Prevention (CDC), Florida Department of Health (FDOH), and state/local health authorities have acknowledged community spread of COVID-19 and issued attendant precautions as of March 2020. Therefore, beginning Sunday, April 19, 2020 Miami-Dade County Department of Transportation Public Works (DPTW) shall measure County employees' body temperature before being admitted into our County buildings or facilities. All body temperature readings of employees will remain as confidential (as possible). Miami-Dade County and DTPW will continue to act with an abundance of caution and to follow the guidance of the CDC, FDOH and state/local health authorities.

Test will be given as follows:

- All employees must have on a mask or face covering prior to having temperature taken.
- If you are wearing a hat, it must be removed prior to having your temperature taken.
- Staff taking employees temperature shall be an arm length away and the thermometer will be placed 2" from the employees' head that's being tested.
- Staff taking temperatures must have on a mask or face covering.
- Only employees having a temperature of 100.4° F or (38° C) or higher will be asked the following three (3) questions:
 - Do you have a fever and/or respiratory symptoms (e.g., cough or shortness of breath)?
 - Did you have contact with someone with possible Coronavirus Disease (COVID-19) in the past 14 days?
 - Did you travel to any CDC Level 3 or above country in the past 14 days?

Any employee who has a temperature of 100.4° F (38° C) or higher and/or answers "yes" to any of these questions will not be allowed into the building and will be directed to contact their supervisor immediately. The employee will also be asked to get tested for COVID -19 or immediately consult with a healthcare provider. All temperature readings and answers to questions will be recorded and kept in a confidential Division file.

We appreciate your continued cooperation. Please maintain 6 feet of social distancing, wash your hands and continue to stay safe!

A handwritten signature in black ink, appearing to read "D. Gordon".

Derrick Gordon, Assistant Director
Bus Services

(Thank you all for doing a good DEED = Delivering Excellence Every Day)