

## **Standard Operating Procedure for use of the ABC Thermometer**

**Purpose of this SOP: To guide security guards for taking temperatures of persons who want to enter XXX Airport during the time when there are no commercial flights departing the airport. This SOP will be modified when commercial flights resume.**

### **Information for Airport Security Guards who use the thermometers:**

#### **Before using the thermometer**

1. Look at the infrared sensor lens at the end of the unit. If dirty, it should be cleaned so the thermometer works properly. To clean the lens, wipe gently with a damp swab or softly blow compressed air onto the lens. Do not use solvents, and do not touch the lens with your fingers. If stored properly, the ABC should not need to be cleaned every day.
2. If the thermometer has been stored in an environment that is much cooler or much warmer than the environment where it will be used to take temperatures, allow 20 minutes for the device to reach the environmental temperature of where it will be used before taking anyone's temperature.
3. To prevent transmission of disease, avoid direct contact of the thermometer with a person's skin.

#### **Setting the thermometer to take body temperature measurements**

1. Set the Body-Surface- switch for "Body" for accurate measurements in the range of 89.6.0 to 108.5°F (32.0 to 42.5°C).
2. Hold the meter by its handle and point it toward the surface to be measured. Measurement distance should be 2 to 6" (5 to 15cm).
3. Press the trigger to turn the meter on and take a temperature reading. The temperature reading appears in the large display and the logged data number and value appear in the smaller display.
4. Release the trigger and the reading will hold for approximately 7 seconds after which the meter will automatically shut off. Trigger presses can occur up to a rate of one a second to quickly log samples.
5. If the temperature goes above 109°F or 43°C, Hi will appear in the display. If the temperature goes below 86°F or 30°C, Lo will appear in the display.

## Taking a person's temperature

1. Ask the person to push back their hair, remove their glasses or hat, and wipe off any perspiration from their forehead in order to get a correct reading.
2. Avoid putting the ABC in direct contact with skin.
3. Hold the thermometer **5-15 cm** (the width of a hand) from the person so that a correct temperature reading can be taken. This is VERY important. Temperatures will be inaccurate if the thermometer is held farther away than 15 cm or closer than 5 cm Press the trigger to take the person's temperature. The temperature will be displayed on the screen in one second.
4. Release the trigger and the reading will hold for approximately 7 seconds after which the meter will automatically shut off. Temperature can be taken again after 7 seconds.
5. If a traveler's temperature is higher than 37.5 ° C, an alarm will automatically beep. Wait a few minutes and take the person's temperature again, with a different thermometer. If the temperature is still above 37.5C this person's temperature is above normal and this person should be refused entry onto the airport grounds.
6. Refuse entry to the person and log the person's temperature reading, with date and time in the log book provided. A supervisor should be notified if someone is being refused entry to high temperature readings.

## Low Temperature Readings

1. A temperature reading of  $<35.8^{\circ}\text{C}$  means that the person has an abnormally low body temperature, or it means the device is malfunctioning. When this happens, the person's temperature should be taken 2 more times.
2. Take the temperature with a second ABC thermometer. If the reading with the 2<sup>nd</sup> ABC is  $<35.8^{\circ}\text{C}$ , retake the temperature with the first ABC thermometer.
3. If the temperature with the first ABC is still  $<35.8^{\circ}\text{C}$ , the person can be allowed entry to the airport.
4. Check the batteries - low temperatures can indicate high usage of the device which affects battery life
  - a. Batteries should be replaced every 2 weeks
  - b. Ensure that the batteries are properly positioned in the device

**For the person who in charge of thermometer maintenance**

**Setting the thermometer for C/F, alarm temperature limit and calibration**

1. With the meter OFF, press the MODE button once (F1) to set the C/F temperature units. The temperature units will flash. Press the ▲ or ▼ buttons to change the units.
2. Press the MODE button a second time (F2) to set the alarm temperature limit of 37.5C.. Press the ▲ or ▼ buttons to change the value.
3. If the thermometer is giving consistently low readings, and if batteries have been replaced and inserted correctly, the thermometer may need to be calibrated.
4. To calibrate, press the MODE button a third time (F3) to enter the long term calibration drift correction mode. On entering F3, the temperature correction factor will appear on the display. On new thermometers this should be set to “0”. To make a correction, measure someone’s temperature with another thermometer that is working correctly. Then measure that same person’s temperature with the thermometer that needs calibration. Look at the difference between the readings between the two thermometers. Adjust the thermometer you are calibrating to match the reading of the thermometer that is working correctly. To adjust, enter the correction mode and press the ▲ or ▼ buttons to change the correction value and minimize the difference in readings.

Example: Thermometer A is the one you want to calibrate, as it is consistently giving temperature readings below 35.8C. Thermometer B is working correctly. You take Susan’s temperature with thermometer A. It reads 33C. You take her temperature with thermometer B. It reads 36.5C. The correction factor for thermometer A should be set to +3.5C. Retake Susan’s temperature with both thermometers to make sure they are in agreement.

5. Press the MODE button a fourth time (F4) to set the alarm buzzer status. Press the ▲ or ▼ buttons to switch from ON to OFF.