

Job # : \_\_\_\_\_  
 Site Address: \_\_\_\_\_  
 Account Manager: \_\_\_\_\_

Task #	Task to be completed	Notes	Date Completed	Links
1	Confirm request for temperature check procedures in writing			
1.1	Verify if request is for (i) noncontact infrared thermometer or (ii) thermal imaging temperature check or (iii) other			
2	Coordinate conference call with client, your supervisor and Director of Quality Assurance			
2.1	Prior to call, review the Screening Process Requirements document			<a href="https://drive.google.com/open?id=1po6ffdyGJE0PoLdYMqjBuVvleAJYi1Vq">https://drive.google.com/open?id=1po6ffdyGJE0PoLdYMqjBuVvleAJYi1Vq</a>
3	During call review Temperature Screening Procedures			
3.1	Confirm client process-where, when, how.			
3.2	Confirm process when someone fails temperature screening			
3.3	Confirm equipment requirements-what is needed, how much is needed and who will provide;			
3.4	Confirm training that will be provided -- who, when, where			
3.5	Confirm PPE requirements-what is needed, how much is needed and who will provide			
3.6	Will temperature related information be documented or written down -- it should NOT be			
4	After call- send information to your Sales Coordinator for pricing and contract updates to include staffing, training and equipment, if needed.			
5	Director of QA will create a memo to post orders for client review			
5.1	Remain in communication with client on approval of memo and any open questions regarding the process			
6	After approval of memo, Director of QA or Sales Coordinator will create addendum to contract for client review			
6.1	Remain in communication with client on approval of addendum			
7	Follow-up with Post Orders and Contract			
8	Coordinate training dates for Security Officers. Only after Contract is finalized. Training will include PPE & process procedures			

PREPARER: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_  
 REVIEWED BY: \_\_\_\_\_ SIGNATURE \_\_\_\_\_