

Temperature Screening of Your Visitor at Your Office Door Step (Outside the Door)

1. Put up notice at the office entrance to inform visitor to wait outside the office door for someone to attend to them and their body temperature will be taken.
2. Mark out clearly a visitor standing box/spot outside the door for the visitor to wait. The box/spot should be 1.5m to 2m away from the door, to the front or to the either side of the door.
3. Visitor to contact the host via mobile phones to inform of their arrival, or to press doorbell to alert the staff inside the office.
4. Host/staff to receive and verify the visitor outside the office door.
5. Verify and temperature screening the visitor outside the office door.
6. Maintaining minimum separation of 1m between host/staff and the visitor while verifying.
7. After verifying the identity and purpose of the visitor, conduct temperature screening of the visitor before admitting the visitor into the office.
8. Conduct of temperature screening of visitor before admitting into the office
 - a. **Option 1 - Visitor self-help taking own temperature**
 - i. Office/Unit to set up a small table outside the office door next to the marked out visitor standing/waiting box/spot.
 - ii. Place a bottle of sanitizer, an IR contactless thermometer, or an ear thermometer with disposable ear probes, and a general waste basket at the table.
 - iii. Host/staff goes out of the door, maintaining the minimum separation of 1m with the visitor, to verify the visitor.
 - iv. Inform visitor to sanitize hands with sanitizer, take own temperature using the thermometer and probes where applicable.
 - v. Ask visitor to show host/staff the temperature taken.
 - vi. Once verify the temperature, ask visitor to push off the ear probe into the general waste basket.
 - vii. Ask visitor to use the Online Visitor Registration QR code to register the visit.
 - viii. Once registration is successfully, admit the visitor into the office.

b. Option 2 - Host/staff take the temperature for visitor

- i. Office/Unit to set up a small table, or use a portion of the counter top inside the office door.
- ii. Place a bottle of sanitizer, an IR contactless thermometer, or an ear thermometer with disposable ear probes, and a general waste basket at the table or counter top.
- iii. Host/staff answers the doorbell, or upon receiving the visitor's arrival notification, put on a surgical mask, get the thermometer ready (eg. put on and click-secure the disposable ear probe onto the ear thermometer), inside the office before attending to the visitor outside the door.
- iv. Host/staff goes out of the door with the thermometer, maintaining the minimum separation of 1m with the visitor, to verify the visitor.
- v. Once having verified the visitor, host/staff informs visitor that visitor's temperature will be taken. Ask visitor to turn and face sideways.
- vi. Host/staff to approach and take the visitor's temperature from the side of the visitor. Avoid facing the visitor's full front while taking the temperature.
- vii. Inform the visitor of the temperature taken.
- viii. Ask visitor to use the Online Visitor Registration QR code to register the visit.
- ix. Once registration is successfully, admit the visitor into the office.
- x. Once completed, push off the ear probe into the general waste basket.