

October 1, 2020

Re: Body Temperature-checking Machines at the Badge Office

Dear Authorized Signers:

In our continued commitment to ensure the safety and protection of our valued employees and customers during this Covid-19 pandemic period, we will be installing a non-contact, fully automated temperature-checking machine at the entrance of the LAX Security Badge Office. This machine is free-standing and can detect an individual's body temperature within 2.6 feet of the equipment.

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Interim Chief Executive Officer

The Badge Office will continue to adhere to all the recommendations of the **Center of Disease Control and Prevention (CDC)** in its response strategies to the Covid-19. The temperature checks of individuals entering the Badge Office is an additional protective measure that we are employing. Other measures currently in place are the mandatory wearing of facial coverings prior to entrance to the Badge Office, the consistent practice of social distancing of 6ft or more, in and around the office, the use of hand-sanitizers and processes of sanitization and the use of personal protective equipment by staff.

Target Body Temperature

According to the CDC, a **body temperature of 100.4°F** is technically a fever, which is one of the risk symptoms for Covid-19. While a fever alone may not be evidence of positive Covid-19 infection, we must exercise caution in ensuring that individuals displaying a temperature of 100.4°F are not allowed into the Badge Office at the time of detection.

The management of the Badge Office will continue to ensure the privacy and confidentiality of all its customers. We are also committed to excellence in our customer service delivery. Therefore, upon indication that an individual's temperature reads **100.4°F or higher**, we will request that the individual immediately depart from the Badge Office and return after 24 hours.

Self-Screening Prior to Visiting the Badge Office

All visitors to the Badge Office must conduct an individual self-screening check, which includes the following questionnaire, prior to coming to the Badge Office. If an individual has a **"yes"** response to any of the questions listed, then he/she **must not come** to the Badge Office for another 24 hours. Any individuals who have had close contact with anyone who tests positive for **COVID-19, should not, under any circumstances, come to the Badge**



Office for at least 14 days, and must not be experiencing COVID-related symptoms.

Please be advised that the Badge Office will not be collecting any responses to your self-screening questionnaire. We are requesting you continue to act responsibly in playing your part to stem the spread of COVID-19.

Returning to the Badging Office

The Badge Office will be facilitating the badging or fingerprinting processes for applicants who were either not serviced at the time of temperature detection by our temperature-checking machine, or due on a **YES** response on the self-screening questionnaire listed below. Such applicants will be allowed to be processed at subsequent visit (s), with or without a scheduled appointment.

The Executive Management of the Airport, the Management of the Airport Police Division, and the Security Credentials Section (Badge Office) sincerely appreciate your understanding and cooperation during these challenging times. It is our goal to continue to provide the best customer service, while promoting practices that will protect our staff and patrons, in our efforts to stem the spread of Covid-19.

Please refer all questions regarding this memo to the Badge Office Manager at (424) 646-5500, ext. 5502, or email fbellot@lawa.org.

Professionally

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LAX Security Badge Office

COVID-19 Self-Screening Questionnaire:

1. Have you had close contact with anyone who tested positive for COVID-19? _____ Yes _____ No?

If Yes: Date of exposure: _____; Relationship to exposed _____;
Last day worked: _____; Last location worked: _____;
and Contacted by County: _____.

2. Have you had any of the following symptoms of COVID-19 in past 24 hours?

Cough? _____ Yes _____ No

Shortness of Breath, Difficulty Breathing? _____ Yes _____ No

3. Have you had any of the following symptoms of COVID-19 in past 24 hours?

Fever (above 100.4 Degrees F)? _____ Yes _____ No

Chills? _____ Yes _____ No

Repeated Shaking with Chills? _____ Yes _____ No

Muscle Pain? _____ Yes _____ No

Headache? _____ Yes _____ No

Sore Throat? _____ Yes _____ No

New Loss of Taste or Smell? _____ Yes _____ No

Note:

If you answer “**YES**” to any of the questions listed above, you **must not come** to the Badge Office for another 24 hours.

If you have had close contact with anyone who tests positive for **COVID-19**, **should not, under any circumstances, come to the Badge for at least 14 days, and must not be experiencing COVID-related symptoms.**