



**HEADQUARTERS
POST AND TELECOMMUNICATIONS DEPARTMENT
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July 27, 2020

ADVISORY

Protocol for Using Infrared Digital Thermometer & Wearing Face Masks

As the Post and Telecommunications Department continues to exhaust every opportunity and available resource to safeguard our staff and customers against contracting COVID-19, this is to introduce the use of Infrared Digital Thermometers, the latest addition to our robust Disaster Risk Management Plan.

The Infrared Digital Thermometer will be used as part of our efforts to safely adjust to our new normal as it will indicate the temperature of persons who are screened. Based on the readings provided, we will be better informed in determining who is to be granted access to our facilities. It is therefore incumbent on all team members, visitors and customers to comply with the non-contact temperature testing that will be carried out in conjunction with our existing operating procedures.

The following guidelines further establish the protocol surrounding the appropriate use of the Infrared Digital Thermometer and how to treat with days for persons found with high readings.

Infrared Digital Thermometers are to:

- Be used by the assigned person(s) only, according to the instructions from the manufacturer. Thermometers are to be stored safely when not in use.
- Persons entering our facilities are to be screened.
- Individuals whose temperature reads above 37.0 °C will not be allowed entry.
- Persons with high-temperature readings may wait ten minutes (or more) to do another test. If the result is still high, we recommend that they self-isolate and seek further guidance from the Ministry of Health and Wellness.

In keeping with the guidelines from the Ministry of Finance and the Public Service, kindly note the following regarding the treatment of days for officers who are deemed unfit to enter the office building due to high body temperatures:

- Any officer unfit to be at work as a result of the COVID-19 pandemic is not considered to be on personal leave.
- The period of absence must be supported by medical report/ certificate attesting to the period of absence being related to the COVID-19 virus.
- All related periods of absence are eligible to be classified as ‘Special Leave’ and are to be submitted to this office (Ministry of Finance and the Public Service) for approval.

Further to Advisory dated April 28, 2020, “***Wearing Reusable Face Masks and Face Shields in Public Spaces***”, be reminded that all team members are required to wear their masks appropriately in public spaces, as this is in keeping with the GOJ guidelines.

Consequently, effective Monday, July 27, 2020, individuals found in breach of this protocol will ***not*** be allowed entry at their respective work locations. Once team members retrieve and wear their masks, they will be allowed to return to work before 11:00 a.m. or within two and a half (2.5) hours, whichever is applicable. Arrival beyond this time will be treated as a Departmental Leave.

Persons experiencing COVID-19 symptoms are encouraged to contact the Ministry of Health and Wellness at 888 ONE LOVE (663-5683) IMMEDIATELY!

The Post and Telecommunications Department thanks you for your cooperation and we wish for everyone and their families to remain safe.

-End-

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