CHECKLIST FOR EMPLOYEES CONDUCTING STUDENT TEMPERATURE TESTS AND SCREENING FOR SYMPTOMS OF COVID-19

Prior to conducting temperature tests and health screenings:

* Review and familiarize yourself with:
  + District Protocol for Taking Student’s Temperatures and Screening for Symptoms of COVID-19 (“Protocol”);
  + Symptoms Associated with COVID-19 (as defined in the Protocol);
  + Guidelines for proper use and disposal of Personal Protective Equipment (“PPE”), such as masks, face shields, and gloves; and
  + Instructions for using the specific thermometer the District has issued.
* Ensure that you have adequate PPE and other supplies (hand sanitizer, alcohol wipes, etc.);
* Verify that the thermometer is functioning properly;
* Wear clean eye protection, face mask, and gloves and ensure that they fit properly

Taking students’ temperatures:

* Wash hands with soap and water for at least 20 seconds (or use a hand sanitizer with at least 60% alcohol) and don a clean pair of gloves;
  + Repeat this step after having physical contact with a student or his/her/their bodily fluids/secretions;
* Thoroughly sanitize the thermometer with an alcohol wipe (wipes may be re-used as long as they are wet) after each use;
* Take a second temperature reading if a student’s temperature registers as being within one degree Fahrenheit of 100.4ºF or appears to be inaccurate (e.g., very low).

Screening for symptoms:

* Visually check each student for symptoms or signs such as:
  + Flushed cheeks not caused by exercise;
  + Cough;
  + Shortness of breath or difficulty breathing;
  + Runny nose.
* Ask students whether they are experiencing any symptoms associated with COVID-19;
* If a student reports that he/she/they is experiencing one or more symptoms associated with COVID-19, ask the following follow-up questions and note the student’s responses on the Student Symptom Screening Form if there is a reason to exclude the student:
  + When did each symptom first appear?

While conducting screenings:

* If the campus has installed physical barriers, make sure your face stays behind the barrier at all times;]
* Follow all proper procedures for use of PPE as applicable;
* Ensure that communications with students are not overheard;
* Ensure that records of screenings are kept confidential (not seen by other students or visitors);
* Refrain from any unnecessary physical contact with students;
* If a student appears to be ill, follow the steps set forth in the Protocol When a Student Becomes Ill on Campus.

After completing temperature checks and symptom screenings:

* Wash hands for at least 20 seconds with soap and water (or use hand sanitizer with at least 60% alcohol) and properly dispose of all gloves and other PPE;
  + Repeat this step after having physical contact with a student or his/her/their bodily fluids/secretions;
* Return all completed Temperature Check and Symptom Screening Forms to [**DESIGNATED PERSON**].
* Do not share or disclose any information relating to a student that you learned from conducting temperature checks and symptom screenings to anyone other than [**DESIGNATED PERSON**];

Self-screen and self-monitor for signs of illness on an ongoing basis.