

Workforce Screening Daily Health Checks Protocols

Project Scope	The School District of Elmbrook shall deploy an approach for workforce screening in response to COVID-19 before Sept 1, 2020.
Project Champion	Assistant Sup T&L: Tanya Fredrich, PhD
Project Lead	HR Director: Pam Casey
Work Team Members	Lori Golomski, Kathy Adams, Lisa Jennaro
Project Start/End Dates	June 16, 2020 - June 30, 2021 or until the pandemic is over
Project Outcomes	<ul style="list-style-type: none"> ● Establish an approach to Workforce Screening Daily Health Checks ● Select a software tool to record daily checks ● Develop training protocols and communication to staff ● Deploy the approach and monitor closely for compliance and trends
Recommendation and Rationale	<p>Based on input and guidance from the School Reopening Task Force; the District is pursuing a self-screening approach with daily recording via an app/website.</p> <p>This process allows for: Confidentiality, routine that creates a daily habit of monitoring one's health and wellbeing during pandemic, ease of use, cost effective, keeps symptomatic people off-site, added layer of accountability while not collecting an abundance of information on staff, and has been successful in other settings that have reopened. This recommendation is supported by CDC as a virtual health check.</p> <p>Task force members also expressed caution about the approach based on their professional experiences. Those concerns included; budgeting for the cost to provide thermometers to staff who do not have access, preparing for reporting fatigue, recognizing the opportunity for human error and equipment malfunction, and most importantly, recognizing one can be asymptomatic while having Covid-19.</p>
Project Milestones	<p>August 1 - Establish complementary approach for substitute teachers</p> <p>By Aug 15, 2020</p> <ul style="list-style-type: none"> ❑ Self Monitoring Declaration for Work Force in Safe School Training for all staff to acknowledge ❑ Distribute directions and communication for reporting prior to work Safe School Training for all staff to acknowledge ❑ Distribute Thermometers to staff without them ❑ Return to work protocol developed and reviewed for updates and upon any new guidance from CDC &/or DHS

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	<p>Quarter 1</p> <ul style="list-style-type: none"> ☐ Weekly monitor system compliance and trends <p>End of Quarter 2</p> <ul style="list-style-type: none"> ☐ Monitor system compliance and trends <p>End of Quarter 3</p> <ul style="list-style-type: none"> ☐ Monitor system compliance and trends <p>End of Quarter 4/School year</p> <ul style="list-style-type: none"> ☐ Monitor system compliance and trends
Low-Risk Scenario (Virtual) Summary	Reporting for essential staff only coming on site
More Risk (Hybrid) Summary	Reporting for staff that come on site and not for staff who are working remotely
High Risk (Traditional) Summary	Reporting for 100% of staff prior to coming to site
Estimated Cost - Dollars	<p>One staff member's project time 10 hours (other participants are 12-month employees)</p> <p>Staff issued thermometer 2000 pc/\$4.05 each</p>
Work Teams Influence	Human Resources - Processes and Procedures (specifically substitute teachers)
Resources Used or Document Links	<ul style="list-style-type: none"> ● CDC as a virtual health check ● Self Monitoring Declaration for Work Force
Work Team Status (Highlight one)	Not Started (Red) - In Progress (Yellow) - Complete (Green)