

From the

CENTERS FOR DISEASE CONTROL AND
PREVENTION



and

cdc.gov/CORONACVIRUS



Feeling Sick?

Stay home when you are sick!

**If you feel unwell or have the following symptoms, please leave the building and contact your health care provider.
Then follow-up with your supervisor.**



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Standard Operating Procedure for Building Entrance Health Screening for School Staff – Updated on 08-25-20

The following supplies will be available at the entrance: CDC sign, hand sanitizer, self-screening list of symptoms and conditions, sign-in sheet, non-contact thermometer and staff to take temperatures, new or sanitized pens.

- 1) All employees are required to perform a [self-assessment](#) before leaving home.
- 2) Employees only need to complete the screening process on their initial building entry for the day.
- 3) Employees must wear a face covering as they enter the building and throughout the screening process. Signage will be posted ([see CDC](#)) on the front door and a list of symptoms will be posted next to the sign-in form.

Standard Operating Procedure for Building Entrance Health Screening for School Staff – Updated on 08-25-20

Continued

- 4) Employees must enter buildings through the front door and sanitize hands upon entry.
- 5) Employees must complete a temperature check. Director or designee will assign staff member to take temperatures or staff may be asked to take their own temperature.
- 6) Employees are required to review a list of symptoms and conditions and must write their name and initial the sign-in form, (using their own pen or a new or sanitized pen available) that they are free of symptoms that are not attributable to another condition such as allergies, exercise, etc. before proceeding further into the building.

Standard Operating Procedure for Building Entrance Health Screening for School Staff – Updated on 08-25-20

Continued

- 7) If the temperature is above 100.0F, the employee should step aside away from others and complete another temperature check in 1 to 5 minutes. If the second temperature reading is above 100.0, the employee must leave the building immediately, notify their supervisor, monitor symptoms, and contact their healthcare provider to see if testing is recommended.
- 8) Similarly, if an employee answers yes to any of the screening questions, they must leave the building immediately, notify their supervisor, monitor symptoms, and contact their healthcare provider to see if testing is recommended.
- 9) Employees who do not pass the entrance screening may return to their worksites when they have a negative COVID test or an alternative diagnosis from their healthcare provider, are fever-free for at least 24 hours, are symptom-free and/or on any other recommendation of their healthcare provider.

COVID-19 Screening Questions for Employees

Employees are required to assess themselves for symptoms of COVID-19 before reporting to school and again upon building entry.

Since your last day in the building, have you experienced any of the following?

- Been diagnosed with or presumed positive for COVID-19 in the past 10 days
- In close contact (within 6 feet for > 15 minutes) with anyone diagnosed with or presumed positive for COVID-19 in the past two weeks
- A new fever (100°F or higher) or a sense of having a fever
- Member of household sick
- Sudden loss of smell or taste

COVID-19 Screening Questions for Employees Continued

- Any of the following not attributed to another condition:
 1. Cough
 2. Shortness of breath
 3. Chills
 4. Sore throat
 5. Muscle aches
 6. Nausea, vomiting, diarrhea
 7. Headache
 8. Congestion or runny nose

If you answered yes to any of these questions, please leave the building immediately, notify your supervisor, monitor symptoms, and contact your healthcare provider to see if testing is recommended. Please consult your school nurse if you have questions.

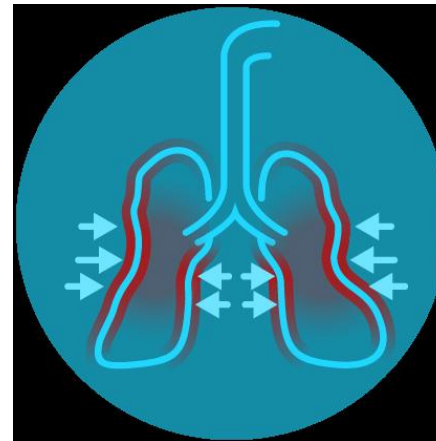
DO NOT ENTER TRANSPORTATION/SCHOOL BUILDING(S) if you have:



FEVER



COUGH



**SHORTNESS
OF BREATH**



Click the link below to complete the quiz for Covid 19 and then submit.

[COVID-19 – Health Screening Quiz](#)