

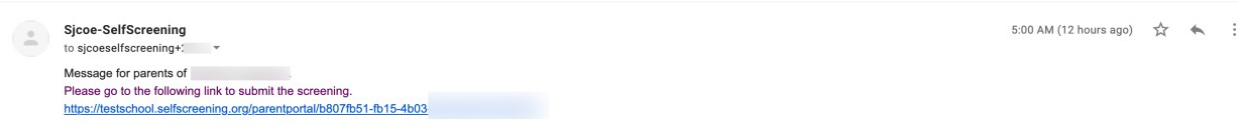
## SCHOOLS SELF SCREENING

### User Manual – Students Lodi Unified School District

In order to keep our students and staff as safe as possible, all families are requested to complete the student symptom checker daily for all students in their households. This tool was created by SJCOE/CodeStack to alert and help track potential COVID-19 exposure at school. This information is vital to maintaining a safe learning environment.

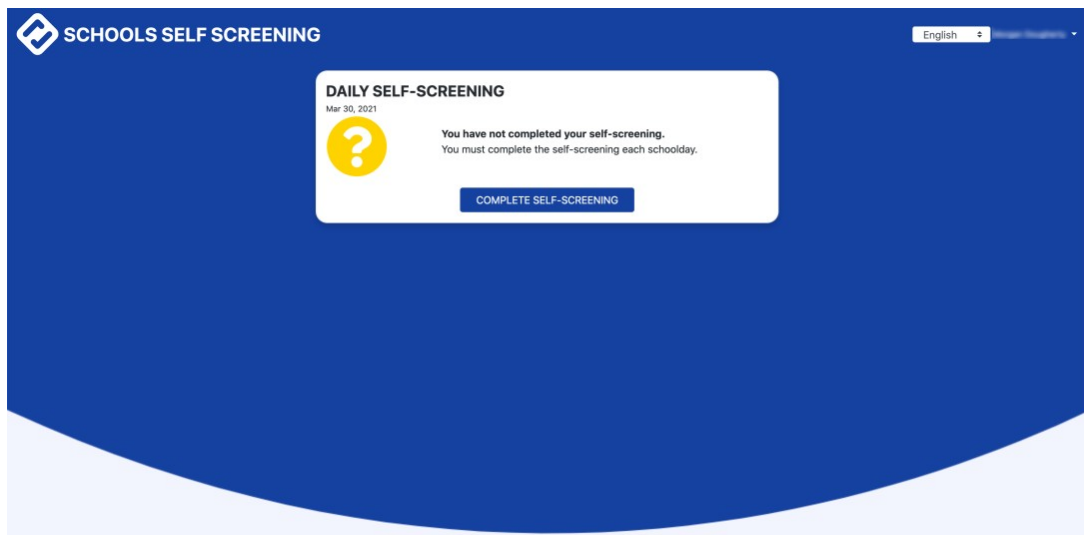
#### 1. Daily Emailed Link

To access the student screening, a link will be sent from **noreply@selfscreening.org** to the email address(es) on file each day. Click on the link provided in the email to open the student screening portal.

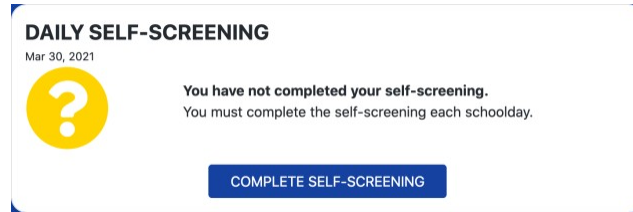


#### 2. Once you are logged in the page will display your student's daily status.

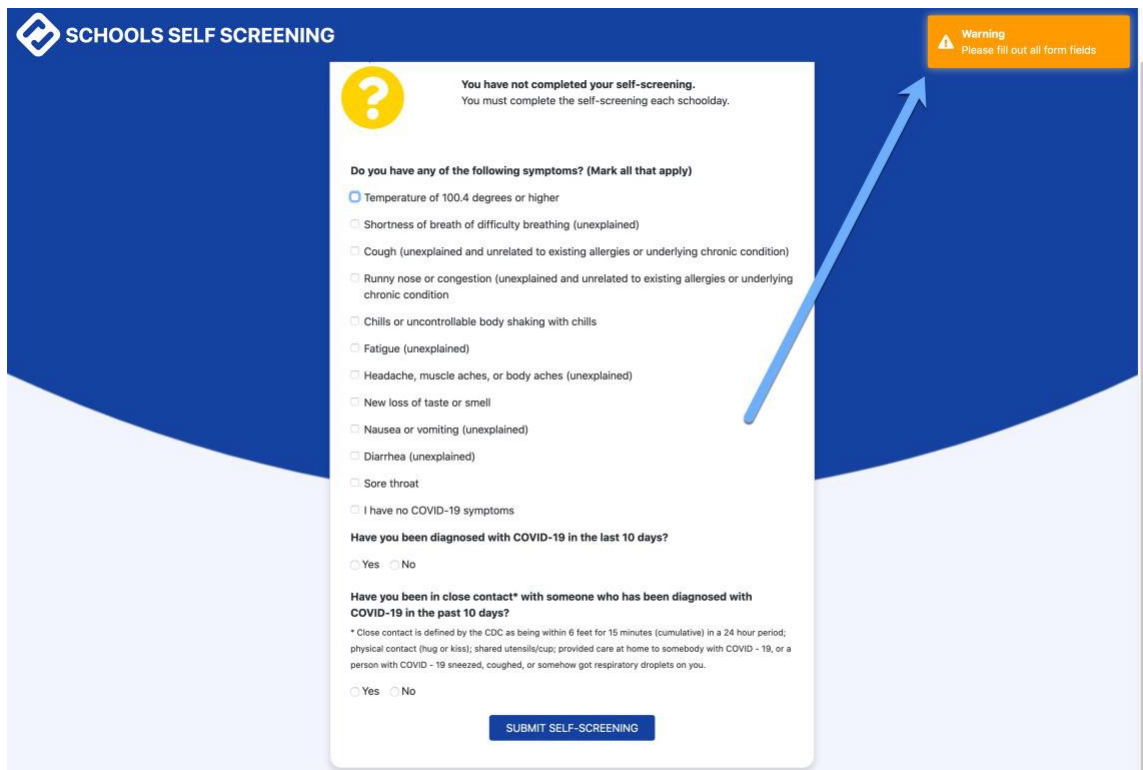
- a. If your student's self-screening has not been completed for the day, their status will be displayed as a yellow circle with a question mark in the middle.



5. Click on “**Complete Self Screening**” and the form will appear. Please respond to each question as they are all required.  
**Reminder:** Only one self-screening may be submitted each day.



6. This is Daily Self-Screening form. First, you will see the symptom checker. If the student has no listed symptoms, check the box at the end of the list for “I have no COVID-19 symptoms”. If you do not select any items from the list, you will receive an error when you submit. (see image below)



The screenshot shows the "SCHOOLS SELF SCREENING" form. At the top left is the logo and title. A yellow question mark icon is present. A warning message in an orange box at the top right says "Warning Please fill out all form fields". The main form area contains the following text and options:

**You have not completed your self-screening.**  
You must complete the self-screening each schoolday.

**Do you have any of the following symptoms? (Mark all that apply)**

- Temperature of 100.4 degrees or higher
- Shortness of breath or difficulty breathing (unexplained)
- Cough (unexplained and unrelated to existing allergies or underlying chronic condition)
- Runny nose or congestion (unexplained and unrelated to existing allergies or underlying chronic condition)
- Chills or uncontrollable body shaking with chills
- Fatigue (unexplained)
- Headache, muscle aches, or body aches (unexplained)
- New loss of taste or smell
- Nausea or vomiting (unexplained)
- Diarrhea (unexplained)
- Sore throat
- I have no COVID-19 symptoms

**Have you been diagnosed with COVID-19 in the last 10 days?**

Yes  No

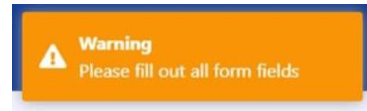
**Have you been in close contact\* with someone who has been diagnosed with COVID-19 in the past 10 days?**

\* Close contact is defined by the CDC as being within 6 feet for 15 minutes (cumulative) in a 24 hour period; physical contact (hug or kiss); shared utensils/cup; provided care at home to somebody with COVID - 19, or a person with COVID - 19 sneezed, coughed, or somehow got respiratory droplets on you.

Yes  No

At the bottom of the form is a blue button labeled "SUBMIT SELF-SCREENING". A blue arrow points from the "I have no COVID-19 symptoms" option to the warning message.

7. Complete the last two questions and click SUBMIT SELF SCREENING. If all questions were not answered, you will see the warning below. The errors will need to be corrected in order to submit the your student’s daily screening.



**Have you been diagnosed with COVID-19 in the last 10 days?**

Yes  No

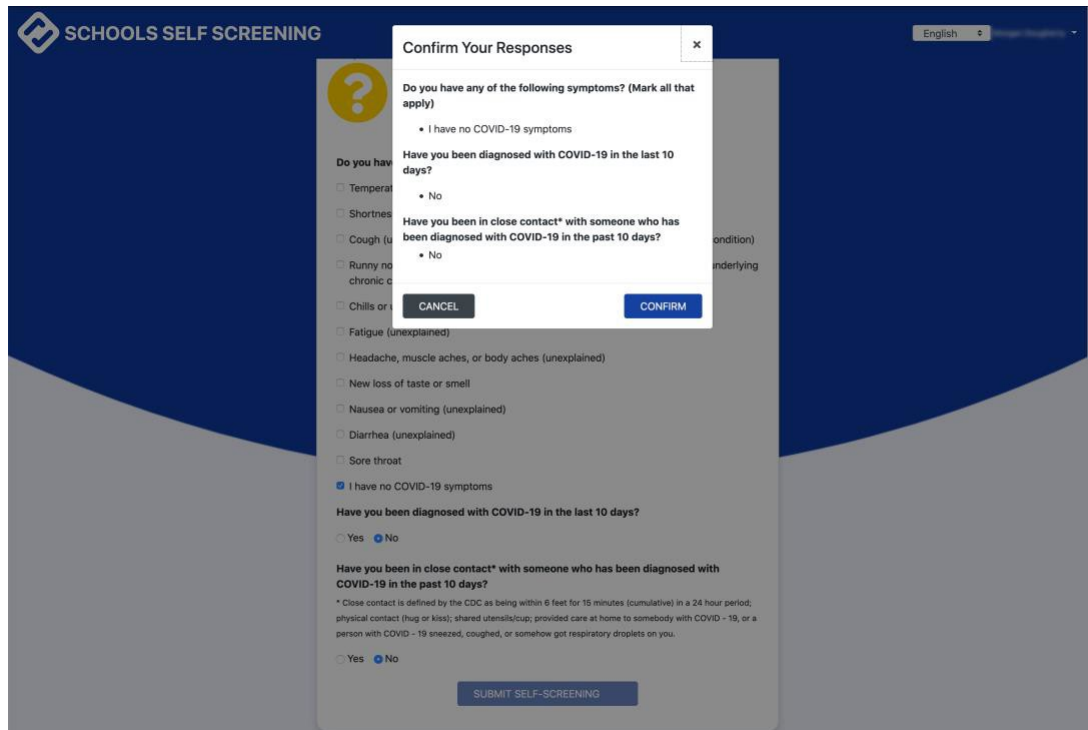
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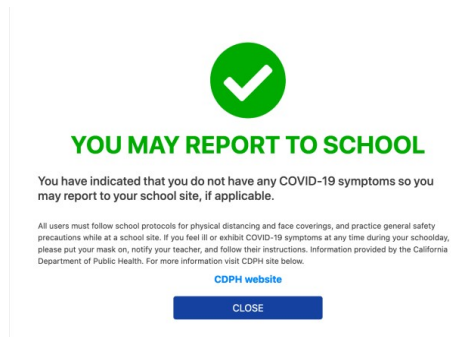
Yes  No

**SUBMIT SELF-SCREENING**

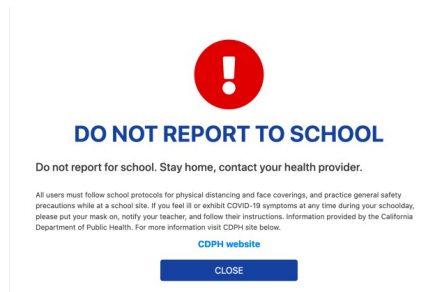
8. Once you submit, you will be asked to review your answers prior to final submission. If you have made an error, please click cancel to correct the form. Once the final submission is made, you will be unable to change your responses. If you believe there was an error in your submission, please contact your school site. If the form is correct, click the “Confirm” button to finalize. Your screening is not complete until this step is done.



9. Once you submit the screening the system will determine a course of action based on your responses.
- a. If you receive the following message, the student may attend school, following county and district COVID-19 protocols (such as social distancing and face masks).



- b. If the message below is received, **DO NOT** send your student to school. If you believe there was an error in your submission, please contact your school site in order to obtain permission to send your student to school. Please note, if your student is ill and does receive this message a parent will still need to confirm the absence with their school site Attendance Department.



10. Once you have submitted your student's self-screening, you can log out or close the app. The option to logout can be found by clicking on your name in the upper right corner.

