

**Paterson Public Schools**  
**Paterson, New Jersey**

**Standard Operating Procedure**

<b>Subject:</b> Daily Health Screening	<b>Effective Date:</b> June 1, 2021	<b>Page:</b> 1 of 2
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**I. Purpose.**

To establish protocols for administering daily health screenings and temperature checks to students, employees, and others before they enter District facilities.

**II. Authority.**

Superintendent.

**III. Terms and Conditions.**

- A. Health screening questions will be posted near all building entrances and on the District's website.
  - 1. The Superintendent or her designee will ensure that an online health screening survey is added to the District's website, and that large posters with screening questions are printed and disseminated to all building administrators.
  - 2. Building administrators will ensure that District-issued posters are installed near all entrances and clearly visible from outside the building.
- B. Every person must self-administer a health screening survey daily before walking into any District facility. Survey questions will be posted near building entrances and online. The survey will also be made available online. Survey results must be shown at the door to gain entry. Entry will be denied and quarantine will be required in the following scenarios:
  - 1. Regardless of vaccination status, if a person is experiencing COVID-19 symptoms, lives with someone who currently has COVID-19, or was diagnosed with COVID-19 in the past three weeks.
  - 2. For persons who are *not* fully vaccinated and did *not* recover from COVID-19 in the past three months (but more than 2 weeks ago), after international travel, close contact with a confirmed COVID-19 case, and while awaiting COVID-19 test results.

- C. Every person must also have their temperature taken at the door before entering the building. Staff may admit the person only after administering a temperature check. Persons who answer “yes” to any question on the survey or have a fever of 100.4°F or higher will be sent home or to the designated isolation area until they can get home safely.
1. The Superintendent or her designee will ensure that no-contact thermometers are purchased and disseminated to all building administrators.
  2. Building administrators will ensure that all entrances are adequately staffed to prevent the entry of persons who did not undergo health screening.

#### **IV. Reporting Procedures.**

Assistant Superintendents will oversee compliance with this SOP by Principals, and the Superintendent will oversee compliance otherwise.

#### **V. Dissemination.**

The Superintendent will disseminate this SOP to Assistant Superintendents and Department Directors, who will in turn disseminate this SOP to their subordinates.



Eileen Shafer  
*Superintendent of Schools*