



Larchmont Charter School DAILY STAFF HEALTH SCREENING PROTOCOL

STEPS WHEN STAFF COMPLETES SCREENING CHECKLIST VIA GOOGLE FORM

1. Staff will be responsible for completing the Daily Screening Checklist prior to leaving home on their scheduled days of work.
2. How will the oversight of this form be conducted at each site?
 - a. Office Manager
 - b. School Leader
 - c. NSO – Esme/Angelica
3. What will oversight look like?
 - a. Review responses for your site via Google Drive responses
 - b. Ensure that all staff that is supposed to report that day have completed form _____(need time). By X time, print out the checklist submissions for your site
 - i. How to keep track as staff enter campus:
 1. Have a roster, either printed or on computer, and check off who has completed Google form
 2. **Have staff sign in at a designated area** where they will need to check in with a point person to verify the screening has been done. If form completion has not been submitted, then an in person screening must be conducted.
 - Staff checking in staff must have the following PPE and equipment:
 - Surgical mask, face shield, disposable gloves, disinfectant wipes, hand sanitizer, touchless thermometer
 - c. Determine if anyone
 - i. has fever of 100° or higher **OR**
 - ii. has checked YES to any of the symptoms **OR**
 - iii. checked yes to having been in contact with someone who tested positive to COVID-19

- ⇒ **IF** anyone indicates any of the three above, then staff member should NOT be at work, should [self-isolate](#) and must email their OM, Supervisor and HR for absence
- ⇒ **THEN** contact the *LCS Compliance Team* (Esmeralda Sandoval, Jennifer Gonzalez, Marline Plata & Designated School Leader)

STEPS FOR IN-PERSON SCREENING FOR STAFF & VISITORS

Materials Needed:

Designated Check-In Area for Staff
Table
Surgical masks
face shield
disposable gloves
disinfectant wipes
hand sanitizer
no-touch thermometer
Daily Staff Screening Checklist (I will get you a printable version)
Staff Roster
Computer
Pens
6 ft Apart Floor Markers

Before In-Person Screenings:

1. By _____ time, print out submitted screenings for your site (Sort by alpha last name)
2. Using your daily dated pre-populated staff roster (includes Columns First Name, Last Name, Online Screening Submitted (Y/N), Healthy Screening (Y/N), Comments) - verify who completed online screening and who didn't
3. Have Computer with Internet access ready to verify last minute screenings submitted
4. Have all the materials set-up & suit-up

In-Person Screening Begins (All staff needs to do this and check-in):

1. When staff member approaches table, ask them if they conducted their online screening and how they are feeling health wise
 - ⇒ Verify that the form was submitted, mark check mark next to their name and they can "enter"
 - ⇒ If they didn't conduct their at-home screening, then in person one will be conducted

At-Home Screening Not Completed or Visitor Coming on Campus

2. Take staff member's temperature with no touch thermometer.
 - a. If Under 100°, proceed to other questions
 - b. Verbally ask each question (Yes/No responses)
 - c. If all looks “healthy”, indicate Y under the “Healthy Screening” column
 - d. Staff member can “enter”

3. For Visitors, complete a paper screening questionnaire
 - a. Enter their first and last name (we need to finalize sign-in process with time)
 - b. Must get their phone number
 - c. Let them know that we are conducting health screenings and that you will be taking their temperature and asking them a few questions.

⇒ If Staff or Visitor who screen positive at entry are instructed to return home and self-isolate as required by [Health Officer Order of Dec 17, 2020](#)

⇒ If Staff or Visitor has had close contact with an individual who has tested positive for COVID-19 are instructed to return home to self-quarantine