



## **Daily Health Screen Process for Members and Staff:**

### **What to Do:**

- Screen all staff and children upon arrival. Ill children and staff should not be at the Club.
- All screening should be done outside of the facility, maintaining the privacy of the individual being screened. (Curbside drop-off & pick-up)
- If staff or children are lining up to be screened, ensure social distancing is followed - groups of 10 or fewer and people 6 feet apart from one another.
- Complete daily health screen log for each staff and child.
- Continue to monitor the health of staff and children throughout the day.
- If symptoms arise during the day, children and staff should be taken to a separate space/room to be screened. Update daily health screen log with new information.
- Have staff and children wash their hands upon entry to the Club.
- Keep all documented results confidential in a file separate from any personnel or member files.

### **How to Screen:**

- Have the daily health screen log ready for the arrival of children and staff.
- Take temperature outside the facility, maintaining the privacy of the individual being screened.
- Take the temperature of all children and staff using a hand-held touchless thermometer.

- If the temperature is **100.4 F or above**, the child or staff must go home. (See notes below for when they are able to return.)
- Go through the list of questions on the health screen log. Any child or staff exhibiting any of the following symptoms or that answers yes to any of the following questions, will be excluded from attending:
  - Fever of 100.4 F or higher
  - Cough
  - Shortness of breath or difficulty breathing
  - Sore throat not attributable to another condition
  - Muscle aches not attributable to another condition
  - Ask if the child or staff if attended a mass/social gathering
  - Ask if the child or staff has been in contact with anyone that has a confirmed case of COVID-19
  - Ask if the child or staff has been in contact with anyone that is awaiting test results or is sick

**\* Children and staff excluded for fever, difficulty breathing, or cough should stay home until they are 72 hours fever-free without the use of a fever-reducing medication or 7 days after the illness began, whichever is longer.\***

- Clean the thermometer between each use.
- Staff conducting the health screen should wear sterile gloves, but if not available, then wash their hands before and after screening and between each temperature check (hand sanitizer).
- Keep all documented results confidential in a file separate from any personnel or member files.
- Have children and staff wash their hands upon entry to the Club.

**FIRST & LAST NAME:****DAILY HEALTH SCREEN LOG**

<b>Date:</b>	<b>Time:</b>	<b>Staff:</b>		
Temperature:				
Cough?			YES	NO
Shortness of breath or difficulty breathing?			YES	NO
Sore throat not attributable to another condition?			YES	NO
Muscle aches not attributable to another condition?			YES	NO
Has individual partake at a mass/social gathering?			YES	NO
Has individual been in contact with anyone that has a confirmed case of COVID-19?			YES	NO
Has the individual been in contact with anyone that is awaiting test results or is sick?			YES	NO
Other Notes for the day:				

<b>Date:</b>	<b>Time:</b>	<b>Staff:</b>		
Temperature				
Cough?			YES	NO
Shortness of breath or difficulty breathing?			YES	NO
Sore throat not attributable to another condition?			YES	NO
Muscle aches not attributable to another condition?			YES	NO
Has individual partake at a mass/social gathering?			YES	NO
Has individual been in contact with anyone that has a confirmed case of COVID-19?			YES	NO
Has the individual been in contact with anyone that is awaiting test results or is sick?			YES	NO
Other Notes for the day:				

<b>Date:</b>	<b>Time:</b>	<b>Staff:</b>		
Temperature:				
Cough?			YES	NO
Shortness of breath or difficulty breathing?			YES	NO
Sore throat not attributable to another condition?			YES	NO
Muscle aches not attributable to another condition?			YES	NO
Has individual partake at a mass/social gathering?			YES	NO
Has individual been in contact with anyone that has a confirmed case of COVID-19?			YES	NO
Has the individual been in contact with anyone that is awaiting test results or is sick?			YES	NO
Other Notes for the day:				

<b>Date:</b>	<b>Time:</b>	<b>Staff:</b>		
Temperature:				
Cough?			YES	NO
Shortness of breath or difficulty breathing?			YES	NO
Sore throat not attributable to another condition?			YES	NO
Muscle aches not attributable to another condition?			YES	NO
Has individual partake at a mass/social gathering?			YES	NO
Has individual been in contact with anyone that has a confirmed case of COVID-19?			YES	NO
Has the individual been in contact with anyone that is awaiting test results or is sick?			YES	NO
Other Notes for the day:				