Screening Checklist

☐ Wash hands

☐ Wear protective gear including: Gloves, face mask, goggles, scrub top

☐ At the first drop off, parents must sing (using their own pen or a sanitized pen):
  ☐ Self-Attestation form declaring they are an essential employee
  ☐ LS Parent Agreement to updated policies

☐ Ask a series of health screening questions:
  ☐ Have any of the following symptoms been noticed at home?
    ☐ Fever
    ☐ Rash
    ☐ Vomiting
    ☐ Diarrhea
    ☐ Cough
    ☐ Loss of smell or taste
  ☐ Record on Screening Spreadsheet
  ☐ If any of the above symptoms are mentioned, the child will need to stay home

☐ Take the child’s temperature using a non-contact thermometer.
  ☐ Record on Screening Spreadsheet
  ☐ Any child whose temperature is higher than 100 will need to stay home
  ☐ Sanitize the thermometer after each use

☐ Parent removes child from car

☐ Upon entering the building, staff will take the child into an empty classroom or bathroom to wash hands, faces and arms prior to entering the classroom.

☐ Give the child to the teacher but try not to enter the classroom. Tell the teacher the time they “entered our care” by using the temperature time.

☐ Place all supplies in the designated area outside the classroom until further notice.
  Lunch boxes can be placed outside until the teacher needs them.

☐ Washes hands, cleans the thermometer and puts on new gloves prior to getting the next child.

☐ After parent drop off, staff member removes and cleans all protective gear, including scrubs and mask wash in laundry

☐ Sanitize sink used for handwashing and doorknob and key pad (if used)