

Staff Screening Protocol

Updated 6/2/2021

All staff will fill out the designated Google screening form for their building or work area at the beginning of the day. The specific building or department link will be shared with all staff members and QR codes will be posted at the building's entrances and exits to help facilitate use.

As part of this process, all staff must answer the following questions:

- Do you have a temperature of 100.4 F or higher or do you feel feverish or chilled?
- Are you visibly coughing (a new or worsening cough) and/or short of breath?
- Have you experienced any primary symptoms in the past 10 days? (fever of 100.4 or greater, chills, new or worsening cough, shortness of breath, difficulty breathing, or new loss of taste or smell)
- Have you been diagnosed with COVID-19 in the past 10 days?
- To the best of your knowledge, have you been a close contact (within 6 feet for 15 minutes or longer) of anyone diagnosed with COVID-19 in the past 2 weeks?
- Are you or any members of your household awaiting COVID-19 test results?
- Have you traveled outside of Oregon in the past 14 days?

If a staff member answers "yes" to any question, they should not come to work and they should contact their administrator immediately to discuss next steps. If they answer "no" or "yes, but...", they may enter the building.

Staff will be educated about COVID-19 primary symptoms and the need to stay home or go home if they are experiencing these symptoms, unless they are chronic symptoms that they experience due to other conditions (e.g. asthma or allergies) and they are not worsening or uncontrolled. Staff will also be reminded about exclusion criteria for other symptoms per ODE and OHA's [communicable disease guidance](#). Staff will be given clear guidance on what to do if they test positive for COVID-19, are a close contact of someone with COVID-19, if they are experiencing primary COVID-19 symptoms, and/or they are awaiting COVID-19 test results.

The screening form will also ask every staff member to report if they are checking in or out of the building and their time of arrival or departure. For itinerant staff members who cover multiple buildings (e.g. facilities, technology, etc.), they should fill out this section of the form every time they enter and exit a different building and also indicate on their screening form which building they are entering or exiting. Itinerant staff members will also log who they have been in close or direct contact with at each building while signing out on the screening form.

This form will populate a building-specific spreadsheet that can be accessed by the building administrators, office manager, and the District Health Coordinator. Administrators or the office manager will review the sheet daily for staff compliance. They will contact the District Health

If printed, this form is not valid, 7 days after printing.

Coordinator if needed for any concerns or questions. This data will be kept in Google Drive for a minimum of 4 weeks for contact tracing purposes.

Version	Approval / Review	Date Published	Date Revised
12	Rachel Smith	7/9/2020	6/2/2021