

## Screening Checklist

- Wash hands
- Wear protective gear including: Gloves, face mask, goggles, scrub top
- At the first drop off, parents must sign (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)