

Student Entry Protocol Guidance

Subject: Student Screening and Entry Protocols

This memo shares information about the systems and structures that need to be in place for student health screening and entry protocols for the start of in person learning on September 21, 2020 for District 75 and grades 3K and Pre-K. We are sensitive to the fact that health screening may be challenging for some students and families, especially our youngest learners, and we have provided additional resources for support. We offer this guidance to support you in ensuring your students are safe and ready for learning.

Daily Behaviors to Reduce the Spread of COVID-19

As a reminder, in partnership with the NYC Department of Health, we have established comprehensive health and safety protocols that will ensure you are protected and can concentrate on the most important part of our jobs: educating and supporting our 1.1 million students. Please support your students and staff in following the core four practices which include:

- Maintaining [distance of at least 6 feet](#) from other adults, and from students when feasible;
- Regularly washing and sanitizing hands;
- Wearing a mask/face covering; and
- Staying home when sick or after being in [close contact](#) with a person with COVID-19.

Daily Health Screening for Students

In alignment with NYS Department of Health guidance, student health screenings (including temperature checks) must be completed daily—preferably **at home**—before students can enter DOE school facilities. It is required that these health screenings be completed each day that students are scheduled to attend in-person learning. Students **will not** be permitted to attend in person classes if they have:

- (a) experienced any symptoms of COVID-19, including a fever of 100.0°F or greater, a new cough, new loss of taste or smell or shortness of breath, within the past 10 days;
- (b) in the past 10 days, gotten a positive result from a COVID-19 test that tested saliva or used a nose or throat swab (not a blood test);
- (c) to the best of their knowledge, in the past 14 days, been in close contact (within 6 feet for at least 10 minutes) with anyone who tested positive for COVID-19 or who has or had symptoms of COVID-19;
- (d) traveled internationally or from a state with widespread community transmission of COVID-19 per the [New York State Travel Advisory](#) in the past 14 days.

Students who fail the health screening should contact their school to notify the school of their absence and to discuss how to remain engaged in remote learning.

As a reminder, signage should be prominently displayed at each entrance. Administrators can find signage for posting [here](#).

DOE families can support their child(ren) with completing the required health screenings in the following ways:

- **Online Health Screening Tool:** DOE families/students are encouraged to use the online tool to pre-screen themselves before entering a DOE building. Upon entering the

school facility, families/students will be asked to provide the results of their screening either by showing the email on their smartphone or a printout of the results. Families should support students as needed with this online screening questionnaire and should ensure students have proper documentation for morning entry. The online health screening application can be found here: healthscreening.schools.nyc/.

- **Paper Copy Health Screening Questionnaire:** If students are not able to pre-screen using the online tool, schools must provide families with several copies of the health screening questionnaire so families can complete the questionnaire at home. Administrators, families, and students can find hard copies of the form [here](#).
- **On-Site Screening:** If DOE students are not able to pre-screen using either the online tool or paper form of the questionnaire at home, they will be required to complete a screening assessment in-person at the school building prior to entry. Schools should determine the best way to implement on-site screening using either the online health screening tool or paper copies of the screening questionnaire. Young children who are not accompanied by a family member may require additional support from a staff member. If a family member is present, they will need to complete their child's screening in-person at the school building prior to their child's entry. Again, the preference is that all student health screenings are done at home each morning to avoid delays during morning entry. See additional guidance below covering school-based temperature checks.

For students who travel via [school bus](#): Families must complete the screening, including checking their child's temperature, prior to boarding a school bus to make certain that their child is well enough to ride on the bus and attend school. Bus personnel will not be conducting screenings of children prior to boarding the bus. School site designated staff will be checking for completion of student health screening at entry. Students who lack the screening clearance will need to be supported in completing this screening process at the school, particularly young children.

School drop off: Every effort should be made to ensure that student health screenings are completed prior to families dropping off their children to school, especially for our younger students. If families are unable to pre-screen their child(ren) at home using either the online tool or paper questionnaire, families will need to complete their child's screening in-person at the school building prior to their child's entry.

For younger students who arrive to school without a completed health screening questionnaire and are unable to respond to the health screening questions: According to the NYS Department of Health, responsible parties must also use a daily screening questionnaire for faculty and staff reporting to school; and periodically use a questionnaire for students, particularly younger students, who may require the assistance of their parent/legal guardian to answer.

For younger students who arrive at school without a completed questionnaire, the school should make an effort to contact a family member for support with screening. However, if a parent is unable to be contacted, the school should check the student's temperature to ensure that it is below 100.0°F and ask the student about their well being (e.g., How are you feeling today?).

School-based actions if a child fails the health screening: Any student who fails their health screening should be escorted to a designated room per the guidance below and must be picked up by a family member, or, for students who are dropped off, sent home with a family member prior to entering the building if possible.

Health Screening Questions	School Actions
<p>Have you experienced any symptoms of COVID-19, including a fever of 100.0 degrees F or greater, a new cough, new loss of taste or smell, or shortness of breath within the past 10 days?</p>	<ul style="list-style-type: none"> ● The student should be escorted to the Isolation Room for family pick up. ● Students in the Isolation Room must wear a face covering and sit six feet away from other students and staff members. ● Family should seek medical attention. ● Principal calls the Situation Room. ● Student should immediately isolate for 10 days.
<p>In the past 10 days, have you gotten a positive result from a COVID-19 test that tested saliva or used a nose or throat swab? (not a blood test)</p>	<ul style="list-style-type: none"> ● The student should be escorted to the Isolation Room for family pick up. ● Students in the Isolation Room must wear a face covering and sit six feet away from other students and staff members. ● Family should seek medical attention. ● Principal should contact the Situation Room. ● Student should immediately isolate for 10 days.
<p>To the best of your knowledge, in the past 14 days, have you been in close contact (within 6 feet for at least 10 minutes) with anyone who tested positive for COVID-19 or who has or had symptoms of COVID-19?</p>	<ul style="list-style-type: none"> ● If the student is exhibiting COVID-19 symptoms, the student should be escorted to the Isolation Room for family pick up. ● If the student is not exhibiting COVID-19 symptoms, the school should send the student to the non-instructional space or room used for students who attend in-person school on the incorrect day. The student should be picked up by family. ● Students in both rooms must wear a face covering and sit six feet away from other students and staff members. ● Family should seek medical attention as needed. ● Principal should contact the Situation Room. ● Students should quarantine for 14 days from last exposure if deemed a close contact with anyone who tested positive for COVID-19.

Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days?

- If the student is exhibiting COVID-19 symptoms, the student should be escorted to the Isolation Room for family pick up.
- If the student is **not** exhibiting COVID-19 symptoms, the school should send the student to the non-instructional space or room [used for students who attend in-person school on the incorrect day](#). The student should be picked up by family.
- Students in both rooms must wear a face covering and sit six feet away from other students and staff members.
- Students should quarantine for 14 days from the date they left the state or country where they traveled.

Daily School Site Temperature Checks

In addition to students' at-home daily health screenings, schools will need to institute random temperature checks upon entry using non-touch thermometers.

- Schools will be screening people entering the building at random.
- Face coverings and gloves will be worn by designated staff taking temperatures.
- Any student exhibiting a fever from a random temperature check must be escorted to the Isolation Room by a staff member wearing appropriate personal protective equipment (PPE) and must be evaluated by the nurse or health professional. The student must stay in the building's Isolation Room until picked up.

Each school building was provided with three types of thermometers: 1) wall-mounted thermometers, 2) hand-held thermometers, and 3) oral thermometers for distribution to families. All thermometers were already sent to school buildings within the past few weeks; principals of co-located schools who did not receive their thermometers should consult with the administration of the other schools in the building. Here is guidance on how to use the thermometers:

- **Wall-Mounted Thermometers:** These should be installed by main entry/exits of your building. Schools were allotted wall-mounted thermometers based on the number of entries/exits in their school building.
- **Hand-Held Thermometers:** All hand-held thermometers and batteries have been delivered to school buildings. These thermometers should be used for the random temperature checks as students enter the building. Please note that hand-held thermometers are most accurate when used within 2 inches of a person's forehead, and can be acceptably used within 3 inches. Face coverings and gloves will be worn by designated staff taking temperatures.
- **Oral Thermometers:** The DOE ordered thermometers for each of our students. These thermometers should be backpacked home along with this [flyer](#), on the first day each student attends school in-person learning.

Daily Health Screening Attestation

Principals must have procedures in place to ensure that everyone who enters the building each day has passed the health screening at home or upon entry to the school building. As per NYS Education Department (NYSED) [guidance](#), schools should have a designated staff person to review the incoming reports of screening by staff and parent/guardians and to attest that they are completed.

To operationalize this guidance please note the following:

- Per [NYSDOH](#), schools are prohibited from keeping records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared).
- Any questionnaires that are collected for purposes of completing the daily screening attestation requirement must be immediately shredded to protect student, faculty, staff, and visitor health data.

Resources for Student Wellness

We strongly recommend that school teams use some of the time during the first days of school to provide direct instruction and guidance to students on the relevant health and safety protocols. Your teams can reference this [resource](#) to find health and safety lessons that can be used during these instructional transition days.

In addition to caring for the physical health and safety of students, we care deeply about their emotional health as well. To support educators in meeting students' social and emotional needs, we developed the [Bridge to School Plan](#) and a comprehensive multi-part [professional learning series](#) on trauma-informed care. Both resources include practical strategies that can be implemented as early as Day 1, with a focus on community and resilience.