



# Thomasville City Schools

## SYMPTOM SCREENING CHECKLIST:

### **Any Person Entering the Building - Summer 2020 (beginning July 6)**

The person conducting screenings should maintain a six-foot distance while asking questions. Ask each person entering the building the following questions prior to entering the facility or school transportation vehicle.

**Anyone showing symptoms of COVID-19 or who may have been exposed to COVID-19 should not be at school/work.**

**1. Have you had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?**

- Yes > The person should not be at school/work. The person can return 14 days after the last time they had close contact with someone with COVID-19, or as listed below.
- No > The person can be at school/work if they are not experiencing symptoms.

**2. Since you were last at school/work, have you had any of these symptoms?**

- Fever
- Chills
- Shortness of breath or difficulty breathing
- New cough
- New loss of taste or smell

**If a person has any of these symptoms, they should go home, stay away from other people, and call their health care provider.**

**3 Since you were last at school/work, have you been diagnosed with COVID-19?**

- Yes
- No

**If a person is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be at school/work and should stay at home until they meet the criteria on the next page.**

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### Returning to School/Work

A person can return to school/work when he/she can ensure that they can answer YES to ALL three questions:

- Has it been at least 10 days since the person first had symptoms?
- Has it been at least 3 days since the person had a fever (without using fever reducing medicine)?
- Has it been at least 3 days since the person's symptoms have improved, including cough and shortness of breath?

If a person has had a negative COVID-19 test, they can return to school/work once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

If a person has been diagnosed with COVID-19 but does not have symptoms, they should remain out of school/work until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.

If a person has been determined to have been in close contact with someone diagnosed with COVID-19, they should remain out of school/work for 14 days since the last known contact, unless they test positive. In which case, criteria above would apply. They must complete the full 14 days of quarantine even if they test negative.

Entry Approved \_\_\_\_\_

Non-Entry per Screening or Temperature \_\_\_\_\_

Name (PRINT): \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_ Temperature: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

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### Process/Non-Negotiables: (Beginning July 6 )

All staff or anyone working in or visiting a TCS facility will be screened prior to entering the building. **NO** exceptions to this rule. Each person must have a witness to verify the responses and view the temperature of the employee.

### Non-Negotiables for TCS Facilities and employees/contractors

- All employees/contractors will wear masks upon initial entry to the building and when interacting with others if social distancing guidelines (6 foot distance; 10+ minutes) cannot be observed.
- Upon initial entry, each facility will have a central location for completion of the form (Symptom Screening Checklist) and a temperature check. Facility will designate a primary screener and at least two secondary screeners.
- Forms will be kept in a folder once completed. There will be a separate folder maintained for each day. All records will be in a central and accessible location where the screening occurs (main office area is recommended)
- The same procedures will be followed for contracted personnel working in the building (non-TCS employees)
- Initial entry will occur between 7am-8am each day. If entry is needed prior to 7am, the direct supervisor will be responsible for completing the screening or designating a consistent process for the screening. Individuals cannot screen themselves.
- Visitors will be required to wear masks. The nature and duration of the visit will mandate if the visitor will need to follow other steps (ie: FedEx dropping off a package will not need to complete paperwork or temperature check whereas a new employee completing paperwork, a vendor coming to present a sales pitch or a parent coming for a conference would require the completion of the screening paperwork and temperature check). **Duration and Distancing** are what need to be considered if moving to the step of completing paperwork and a temperature check.
- Thermometers are to be wiped down with sanitizing wipe before/after use by different individuals who may be doing the screening (ie: if one person is doing all the screening, the wipe down occurs before starting and upon completion....if different individuals are using the thermometer, it should be wiped down before the “hand-off” between screeners).
- Procedures for those with temps 100.4 and higher and/or those who attest on the screening form are laid out on the screening form. Screener will note “NON ENTRY” on the form in this scenario.

Students:

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## **SYMPTOM SCREENING CHECKLIST:**

- **Athletes at TMS and THS coming for summer conditioning and workouts will follow NCHSSA guidelines directed by AD's (Coach Bare and Coach Blue)**
- **Students participating in face to face summer jumpstart (if an option) will have same process as district non-negotiables with entry point on bus or at TPS. Masks will be required for initial entry and riding the bus.**