

## COVID-19 HEALTH CHECK AND EXPOSURE SCREEN

As of 4.17.2020

Per the recommendation of the Waukesha County Health Department and as a means to keep everyone as safe as possible, the District will be implementing a self-completed screening process. The screening process will be completed in a survey and must be completed every time you enter the school building. The survey will have questions about symptoms associated with COVID-19, to include coughing, shortness of breath and fever; and exposure to those who have COVID-19 or symptoms of COVID-19.

Following is the link and the directions for the screening survey:

1. Complete the survey prior to entering the building or starting a shift

<https://forms.gle/kVPR8EYbn34u8Xq77>

The survey link can also be found on the staff webpage.

2. The survey should take less than 3 minutes to complete.
3. Contact your supervisor directly if you have a temperature of 100.4 or greater prior to entering the building or coming to work. If you have a temperature of 100.4 or greater, you will be asked to stay home and not to report to work.
  - a. Temperatures must be taken every day that you work.
  - b. **It is in your best interest and strongly recommended for you to take your temperature while at home.**
  - c. Thermometers, including directions, sanitizer and wipes, will be available if you do not have one accessible to you.
    - i. Thermometer locations:
      1. HS: main office by the time clock
      2. NMS: in the copy and mailbox room by the time clock
      3. BF: teachers' lounge by the time clock
      4. RS and Community Ed and Rec: in the EA work room by the time clock (off the office with the copy machine)
      5. SL: time clock between the lunch room and the custodial office
      6. VV: in the main office by the time clock
      7. DO: on the table in front of Jean Erd's desk
    - ii. Please contact Pam Madrzak or Julie Italiano Thomas if you need assistance with how to use the thermometer.
4. Supervisors will monitor the results of the survey.

**This screening process for all staff will take effect on 4.20.2020.** Please connect directly with your supervisor should you have any questions about the above process.

Remember to wear a cloth face covering when you are on school grounds or at school and will be encountering or interacting with other people. Some examples of a cloth face mask may be a scarf or bandana.

### PREVIOUS GUIDANCE THAT WILL CONTINUE TO IN EFFECT

The CDC, Occupational Safety and Health Administration (OSHA), World Health Organization (WHO), DPI and the Health Department provided the following recommendations. Please review these recommendations and follow as applicable to your job:

1. Distributing or handling computers and technology supplies:
  - a. Wear masks and gloves.
  - b. Wash hands for at least 20 seconds whenever possible or use hand sanitizer between touching the equipment that is being handed off.
  - c. Try to avoid touching your face, eyes and mouth at all times.
  - d. Clean all equipment that has been touched by others with the cleaning solution appropriate for technology.
2. When working with the food trucks:
  - a. Wear masks and gloves.
  - b. When distributing food to the community, handle the bag on the opposite side that the person receiving the bag will handle. For example, the staff should touch the bottom of the bag and the community member should take the top of the bag. Or, have all pickups be placed directly in the person's vehicle.
  - c. Stay 6 feet away from others.
  - d. When done with the delivery of food, wash hands for at least 20 seconds.
3. Recommendations for book and/or material exchanges:
  - a. Follow the same guidance as the outlined above (food trucks).
  - b. For the materials or books going from one household to another: It is recommended to have a 72 hour gap between receiving the materials and redistributing the same materials which cannot be cleaned.