

## WINDSOR MONTESSORI SCHOOL & DISCOVERY CENTER

### PROCEDURE MANUAL

#### COVID-19 SCREENING STAFF & CHILDREN

**PURPOSE:** To reduce the risk of spreading any infectious disease.

**POLICY:** All staff and children are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees Fahrenheit. Screening includes assessing health by taking temperature. Staff or children who have a temperature of 100 degrees or higher are not permitted into the program per **EXECUTIVE ORDER 7Q**. Anyone entering the building will be asked if they have traveled to any of the states that are currently within the Ct Travel Advisory in the past 14 days. This information is updated weekly and can be found on the following websites. **Connecticut Travel Advisory webpage of Connecticut's COVID-19 Response website, or at: <https://portal.ct.gov/Coronavirus/Covid-19-Knowledge-Base/Travel-In-or-Out-of-Ct>**

#### **PROCEDURE:** STAFF HEALTH ASSESSMENT

1. All staff will sanitize their hands upon arrival. – Hand Sanitizer will be available at the main entrance.
  - 1.1 Each staff member will enter through the main lobby door to have their temperature taken upon arrival for their shift.
  - 1.2 Each staff member will be asked if they have traveled to any of the states that are currently on the CT Travel Advisory website in the past 14 days.
  - 1.3 All staff performing Daily Health Screening will wear Personal Protective Equipment (PPE).
  - 1.4 An Infrared Thermometer will be used daily. If the Infrared Thermometer is not available an axillary temperature will be taken. The axillary thermometer will have a plastic sheath for each use and disinfected upon completion.
    - a. If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each child. You can reuse the same wipe as long as it remains wet.
  - 1.5 Staff or children with a temperature of 100 degrees or above are not permitted into the program per Executive Order 7Q.
  - 1.6 Staff will be expected to contact supervisor or designee if they are experiencing any of the following symptoms related to COVID-19:
    - 1.6.1 Fever or chills
    - 1.6.2 Cough
    - 1.6.3 Shortness of breath or difficulty breathing
    - 1.6.4 Fatigue
    - 1.6.5 Muscle or body aches
    - 1.6.6 Headache
    - 1.6.7 New loss of taste or smell
    - 1.6.8 Congestion or runny nose
    - 1.6.9 Sore throat

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1.6.10 Nausea or vomiting

1.6.11 Diarrhea

- 1.7 Staff will fill out Employee Sick – Absence Tracking Form and submit to Human Resources. (see attached form)
- 1.8 Staff who have traveled to any of the states that are on the CT Travel Advisory website will be asked to self-quarantine for the required 14 days.

### CHILD HEALTH ASSESSMENT

2. All children will be screened for any observable illness, including flushed cheeks, respiratory distress or difficulty breathing (without recent physical activity), fatigue, cough or extreme fussiness, and to confirm temperature below 100 degrees.
  - 2.1 Every child will have their temperature taken upon arrival in some instances a second reading will be taken if the child demonstrates any symptoms of illness during the day. The health screener will wear Personal Protective Equipment (PPE) at all times. (If a child presents an elevated temperature during the day, staff will follow the sick policy/exclusion plan.)
  - 2.2 An Infrared Thermometer will be used daily. If the Infrared Thermometer is not available an axillary temperature will be taken. When using an axillary thermometer it will be covered with a plastic sheath for each use and disinfected upon completion.
    - a. If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.
    - b. If performing a **temperature check on multiple children**, ensure that you use a **clean pair of gloves for each child** and that the **thermometer has been thoroughly cleaned** in between each check.
  - 2.3 All family members dropping off their child will be asked if they have traveled to any of the states on the CT Travel Advisory website in the past 14 days.
3. All visitors will have their temperature taken, assessed for the above listed symptoms, and will be asked if they have traveled to any of the states on the CT Travel Advisory website in the past 14 days.