

CACS COVID Screening Usage and Storage Procedure

Screenings:

CACS has three different screenings:

- Child Daily COVID-19 Health Screening.
- COVID-19 Staff Classroom Screening (same as the workplace screening form only it asks for the employee's temperature).
- COVID-19 Workplace Health Screening.

Policy:

Per the MIOSHA Emergency Rules issued on October 14, 2020:

- “The employer shall conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening”.
- “Employers must maintain a record of the following requirements... screening protocols. The employer shall maintain a record for screening for each employee or visitor entering the workplace... Employers must maintain records for 1 year from time of generation”.

Per LARA's Guidelines for Safe Child Care Operations During COVID-19 reissued on September 30, 2020:

- “When staff members arrive: perform temperature checks when staff arrive... Screen for fever or chills, cough, shortness of breath or difficulty breathing, congestion or runny nose, nausea or vomiting, and/or diarrhea. Staff arriving with fever above 100.4 or and have symptoms listed in the screening form must be sent home. Staff should report contact with anyone outside of work who has had a documented case of COVID-19”.
- “When children arrive: Perform temperature checks... Ask parents... Has your child been in close contact with a person who has COVID-19?... Has your child felt unwell in the last 24 hours (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, rash, nausea or vomiting, and/or diarrhea”.

Procedure:

Usage: COVID screenings from community partners or school districts may be used if it is similar to the CACS screening form and compliant with the policies described above. Ask the health manager if you have questions about this.

Storage: Screening forms must be kept for one year from the time of generation. They should be stored on-site, preferably by a supervisor or secretary, or in the classroom depending on what is most practical for the site. Forms may be stored by the health manager at Willow if needed.