

# HEALTH SCREENINGS

Follow these steps to maintain a healthy working and learning environment

## PREPARATION AND GROUND RULES

1. All staff, students and visitors entering City Schools buildings must complete the health screening process, including a temperature check and two health screening questions.
2. Prepare for the screening - Read the thermometer manufacturer's instructions. Gather your personal protective equipment and supplies (face shield, cloth mask, gloves, hand sanitizer, thermometer, spare batteries, a list of the screening questions and a computer to record answers). A printed tracker should only be used if you experience computer problems.



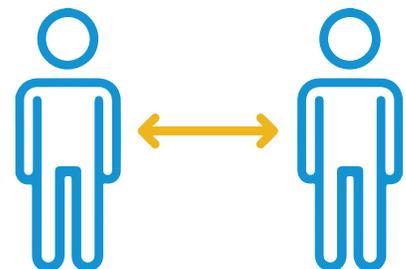
## COMPLETE THE SCREENING

1. Take the temperature of the person you are screening.
2. Ask the screening questions and date.
3. Enter the date and the name of the staff member, student, or visitor in your health screening tracker.



## ADDITIONAL TIPS

1. Practice by simulating receiving large numbers of visitors.
2. Consider giving stickers to all who have been screened to help keep track of who has already been screened.
3. Ask everyone waiting to be screened to maintain 6 ft between them.



To view the district's Standard Operating Procedures in full, review the Draft Reopening Plan at [baltimorecityschools.org/reopening](https://www.baltimorecityschools.org/reopening)

# UNDERSTANDING TEMPERATURE READINGS

**1. If the temperature reading is in between 93.2 °F and 100.3 ° F or 34 °C and 37.9 °C, no further action is needed.**

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**2. If the temperature reading is below 93.2 °F or 34 °C, check the following and re-take the temperature:**

- Remove and re-insert the batteries
  - Ensure the thermometer is 5-8 cm away from the forehead
  - Ensure there is no visible sweat on the forehead
  - Ensure the human body setting is selected.
  - If the temperature is still below 93.2 °F or 34 °C, try another thermometer.
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**3. If the temperature is between 100.4 °F and 102.2 °F or 38.0 °C and 39.0 °C , do not permit entry.**

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**4. If the temperature reading is above 102.2 °F or 39.0 °C, check the following and re-take the temperature:**

- Remove and re-insert the batteries
- Ensure the thermometer is 5-8 cm away from the forehead
- Ensure there is no visible sweat on the forehead
- Ensure the human body setting is selected.
- If the temperature is still above 102.2 °F or 39.0 °C, try another thermometer.

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