

ACPS Workforce Temperature Screening Plan in Support of COVID-19 Spread Prevention **FINAL DRAFT PLAN**

April 16, 2020

Who Gets Screened and When does screening Occur:

Every Week-Day - 2 main shifts, 1 limited 3rd shift, special request times, upon request

Shift 1

5:30 am to 9:00 am

Any and all ACPS personnel requiring access to any ACPS school or facility including:

- Maintenance staff & Building Engineers
- Custodial staff, Nutrition Services staff
- Construction and related contractors
- Transportation staff
- Security staff
- Volunteers
- Teachers and Administrators
- Others supporting ACPS-approved operations during the COVID-19 crisis

Shift 2

2:00 pm to 4:30pm – (staff, contractors, others as required)

Shift 3 - Limited

After 4:30pm - (night staff, contractors, others as required)

Screening Locations: Seven (7) centralized screening locations at or close to ACPS meal distribution sites and locations where major summer construction will take place:

- (1) John Adams ES (associated with William Ramsay meal sites and summer construction)
- (2) Patrick Henry K-8 (associated w/construction for Douglas MacArthur)
- (3) George Washington MS (associated w/construction)
- (4) Cora Kelly ES
- (5) Jefferson Houston K-8
- (6) Francis C Hammond MS
- (7) TC Williams – King Street

Management of Screening Sites:

Departments of Operations and Student Services, Alternative Programs & Equity as follows:

- Maintenance & Custodial Services (logistics, training, quality control)
- Safety & Security Services - (screeners, security, training)
- Transportation - (screeners, traffic/people management, transport/shuttle support)
- Health Services – (training, quality review)

Screening Sites will include:

- White Triage/Screening Tent, tables and chairs in location away from other ACPS operations
- Screeners – temperature training by ACPS Health Services who will also provide periodic quality checks
- Screening List – Operations will receive, collate and distribute names for check list to screeners by 6 PM the night before
- Daily cleaning of tents and/or surrounding screening areas

Screening Process:

1. Screening will typically take 2 – 5 minutes per individual
2. Primarily Drive-up (to screening tent); Walk-up is optional. Multi-passenger vehicles will require leaving the vehicle for individual screening to protect privacy.
3. Names must be provided to Operations Department *Point of Contact (POC)* 24 hours in advance (no later than noon the day before).
4. Persons are greeted by an ACPS Screener
 - a. *Bi-lingual assistance will be provided, if needed**
5. Persons will provide Name, ID, company name, ACPS worksite
6. Screener verifies name on the list
7. List will be in four categories: ACPS employees, City employees, volunteers, contractors.
8. Screener provides brief explanation of process (*printed script card provided for all screeners*)
9. Screener takes temperature of person with clinical forehead thermometer
10. Show temperature screen to person
11. Temperature is normal (99.9°F degrees or less per Alexandria Health Dept)
 - Screener explains that the person is cleared to report to their ACPS worksite destination
 - Screener provides person with a dated wristband and checks the 'cleared' box
 - Screener asks the person if they are in possession of their Personal Protection Equipment (PPE) i.e. masks and gloves, *provides reminder card. Note: ACPS is*

*securing face coverings/masks for all employees working in an ACPS facility.
Contractors and volunteers will be required to provide and wear their own PPE.*

12. Temperature is elevated (100.0°F or above)

- Screener tells the person that they cannot report to work at an ACPS worksite.
- Screener advises the person to call his/her supervisor to notify them that they were not cleared due to an elevated temperature.
- Supervisor will refer person to Health Department/Centers for Disease Control and Prevention (CDC) guidance.

Communication Plan:

Start Date for Screening operation: Monday, April 27, 2020

Final process plan to SLT: Concurrence, April 14, 2020

Implementation Notice via Board Brief: April 17, 2020

Announcement to ACPS staff: April 20, 2020, written and site map illustration

Order site signage for installation

Notify City staff, volunteers, other stakeholders and contractors: April 20, 2020

**In consultation with Department of Student Services, Alternative Programs & Equity, Office of Communications and Human Resources*