Training Screening Script

**SCREENER – Conducts ID Check, Take Temperature, Notify Clearance, Issue Bands**

Personal Protection Equipment (PPE) Provided – Mask, Gloves, Shields, Safety Suites

1) **Screener Says This**:
Good morning/Good afternoon,
Welcome to the ACPS screening site. Are you here today to work at one of our ACPS schools or offices?
**Screener Waits for a Response and Does This**: If no, please direct to the proper location. If yes, continue.

2) **Screener Says This:**
We are required to inform you that this screening will be to determine if you have an elevated temperature or not and ensure that you have the proper Personal Protective Equipment while working on site (i.e., face coverings and gloves). This screening is not a COVID-19 testing site. To ensure we maintain your privacy, when there's more than one occupant in the vehicle, I ask that the passenger(s) step out and go to the tent to be screened individually.

3) **Screener Says This**:
May I see your ID please?
**Screener Waits for a Response and Does This:** Look for the person's name on the list. The list is in alphabetical order by last name. After verifying the name on the list, ask what school or office they are going to. This will confirm you are speaking to the correct person.

4) **Screener Says This**:
Thank you. I will now take your temperature with a no-touch device and let you know if it indicates you have an elevated temperature or not. If you don't have an elevated temperature you will be cleared to report to the work site and I will just check your name off my list as being screened and cleared. If you do have an elevated temperature, you will not be able to report to the work site. I will then check that you have not been cleared to report to the work site. Do you understand?
**Screener Waits for a Response and Does This:** If the person says they do not understand, ask if he or she needs the information to be repeated or translated. If the person needs the information to be repeated, please do so. If the person needs translation, slowly ask what language. If translation services are needed, please call _____. If the person understands, continue and proceed to take his or her temperature.

5) **Screener Says This:**
<u>If temperature is elevated</u> – Your temperature is _____. Any temperature 100.0°F and over is considered elevated. I'm sorry, but I cannot clear you to report to your site today. You will need to call your supervisor for further instructions, but I cannot clear you to work on the ACPS facilities grounds today.
**Screener Waits for a Response and Does This:** Check the "not cleared" box next to the person's name.

If temperature is normal - Your temperature is _____.  Any temperature under 99.9°F is not considered elevated.  You have been clear to report to your site today.  Do you have your PPE? We ask that you work according to the social distancing guideline already provided and use your PPE as instructed while working at ACPS.

Please be reminded that various ACPS staff and Security will conduct random checks to ensure you and others have been cleared to report to the work site today. Therefore, we ask that you wear this band all day and do not remove it. A new band will be issued to those who are cleared each day at the completion of the screening process. Thank you for your patience and have a good day.
**Screener Waits for a Response and Does This:**  Check the "cleared" box next to the person's name.

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| **TRAFFIC MANAGER** – Manage Traffic Flow and Encourage ID Ready |
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Personal Protection Equipment (PPE) Provided – Mask and Gloves

1) Will be provided a yellow vest which must be worn at all times
2) Should use slow moving arm and hand gestures to encourage the traffic to move forward – Avoid using an annoyed expression if the driver is distracted or is unclear about the command
3) Show handheld sign the reads "Have ID Ready" to the next car in line for screening.
4) Pay close attention to the line of traffic to encourage continuous movement and to avoid traffic backing into the main street. Lines of single cars may need to be doubled.
5) Should continuously coordinate with the Screener

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| **SCREENER SUPPORT** – Direct pedestrian traffic when approaching tent and at tent. Ensure Screener knows who is next to keep flow of pedestrian traffic. Check ID, Validate Name on List, Issue Bands if cleared by Screener. |
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Personal Protection Equipment (PPE) Provided – Mask, Gloves, Shields, Safety Suites

1) **Maintain Social Distancing** – encourage 6-feet separating when walking and lining up with hand gestures. Ask pedestrians to line up where cones are marked.

2) **Screener Support Say This**:
Good morning/ Good afternoon,
Welcome to the ACPS screening site. Are you here today to work at one of our ACPS schools or offices?
**Screener Support Waits for a Response and Does This**:  If no, please direct to the proper location. If yes, continue.

**3) Screener Support Says This:**

We are required to inform you that this screening will be to determine if you have an elevated temperature or not and ensure that you have the proper Personal Protective Equipment while working on site (i.e., face coverings and gloves). This screening is not a COVID-19 testing site. To ensure we maintain your privacy, when there's more than one occupant in the vehicle, I ask that the passenger(s) step out and go to the tent to be screened individually.

**4) Screener Support Says This:**

May I see your ID please?

**Screener Support Waits for Response and Does This:** Look for the person's name on the list. The list is in alphabetical order by last name. After verifying the name on the list, ask what school or office they are going to. This will confirm you are speaking to the correct person.

**5) Screener Support Says This:**

Thank you for that. <u>The Screener</u> will now take your temperature with a no touch device and let you know if it indicates you have an elevated temperature or not. If you don't have an elevated temperature you will be cleared to report to the work site and <u>the Screener</u> will just check your name off my list as being screened and cleared. If you do have an elevated temperature, you will not be able to report to the work site. <u>The Screener</u> will then check that you have not been cleared to report to the work site. Do you understand?

**Screener Support Waits for Response and Does This:** If the person says they do not understand, ask if he or she needs the information to be repeated or translated. If the person needs the information to be repeated, please do so. If the person needs translation, slowly ask what language. If translation services are needed, please call _____. If the person understands continue and proceed to take his or her temperature.

**6) Screener Says This:**

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**Screener Waits for a Response and Does This:** Check the "not cleared" box next to the person's name.

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**7) Screener Says This:**

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**Screener Waits for a Response and Does This:** Check the "cleared" box next to the person's name.