



COVID19 Daily Screening Guidelines

1. All persons entering school must wear a mask at all times, **NO MASK NO ENTRY!**
2. Verify Name and Surname of Person being screened
3. Record Workstation, Classroom number or area they are visiting. (record all visitors vehicle Reg No.)
4. **Parents and visitors are allowed on campus by appointment only**
5. Record date and time that screening was carried out
6. Ask the following questions
 - *Do you have cough?*
 - *Do you have a sore throat?*
 - *Do you have any aches or pains?*
 - *Have you had trouble breathing?*
 - *Have you had any other symptoms (loss of taste, tiredness, etc.)?*
7. Using the no touch IR Scanner take the persons temperature (do not touch any part of the body)
 - *Turn on the scanner by pressing the trigger or on switch*
 - *Ensure the scanner is on **the** right setting (anthropometric setting) and on °C mode.*
 - *Place the scanner 5 cm away from the forehead and press the trigger or scan button.*
 - ***If the scanner does not read place the scanner 2nd behind the ear or alternatively 3rd over the wrist (5 cm away from the skin), if there is a concern with the reading wait take it again.***
 - *The scanners read temperatures **32°C to 42°C** if readings are below this range the scanner will read “Lo” and if the readings are above this range it will read “Hi”. Temperature readings may be affected by outside temperatures and it is important to check for the other symptoms.*
 - *The scanner will keep a log of up to 50 readings.*
 - *The scanner will turn off automatically.*
8. Record the temperature in the visitors' book, staff screening book or on the class lists provided.
9. All class lists must be handed to Main Reception daily on completion of screening.
10. Staff screening books will remain at security and be checked daily by the COVID19 compliance Officer.
11. Any person displaying a temperature of **38°C or “Hi”** must be refused entry, where this is not possible the person must be taken to an Isolation area located **in Cloetenburg or the Art Room** Immediately and kept there until they are able to leave campus.

ALL SUSPECTED AND CONFIRMED CASES MUST BE REPORTED TO THE COVID19 COMPLIANCE OFFICER IMMEDIATELY

COVID19 COMPLIANCE OFFICER:	CLINTON BLOEM
ENTRANCE GATE:	DICKENS AVENUE
WORKSTATION:	SHELTERS
TEL:	067 070 2354
SPEED DIAL:	119
EMAIL:	ciiblo@somersethouse.co.za