



## **Revised Entry and Screening Guidelines for COVID December 4, 2020**

DJJOY is maintaining its commitment to keeping the youth, staff and visitors in our facility as safe as possible and are upholding all the CDC Guidelines, and COVID protocols. Due to the changes in the New York State Health Department Screening questions. We are updating the screening questions posted at all DJJOY main point of entry and reiterating COVID protocols and guidelines.

Unless stated all current protocols, policy, procedures and previously disseminated guidelines and memos remain in effect.

### **1. Front Gate/Door Operators (refer to separate protocol script dated 12-4-2020)**

1. Upon any individual's arrival at the facility gate or main entrance, control center staff will question the individual(s) using the "entry screening script" (see attachment). This will include a review of gate pass, reference to the posted contraband sign, and security questions.
2. Further, control center staff shall ask the individual(s) to refer to the posted COVID Screening questions, per the CDC. (see revised questions- attachment)

**If person answer "Yes" to any of the questions, with the exception of the last question they will not be permitted entry and referred to a Supervisor.**

**If a person answer "No" to all of the questions, they will be instructed to proceed to the next screening area, for temperature taking and additional screening process.**

3. Prior to opening the gate/door Control center staff will advise the individual(s) that they will not be permitted to enter the facility without wearing a face mask.

### **2. Temperature checking Stations**

1. The individual(s) will then proceed to/enter the main entrance\* of the facility for the temperature check. If they must wait, control center staff/screeners will make every effort to ensure that the individual(s) maintain the recommended 6 feet of social distance from others as they wait. \* *Facilities may have designated temperature taking areas as facility designs permit.*

All control center staff, screeners, AODs and AFSs will be trained on how to conduct temperature checks and will be available to complete this task. Although medical staff may also conduct temperature checks, doing so cannot conflict with the occurrence of other medical tasks and there is no expectation that medical staff always be available for temperature checks.

## 2. Staff taking temperature shall

1. Shall be required PPE to wear- protective mask and gloves.
2. Prior to taking temperatures, the temp-taking staff will examine the no-touch thermometer and make sure it is clean, operational and working batteries.
3. Advise the staff/visitor having their temperature taken to remove any potential obstruction to their forehead. If necessary, staff or visitor will also use a tissue to wipe perspiration from their forehead.
4. The temp-taking staff will align the thermometer with the center of the forehead of the staff having their temp taken.
5. The thermometer will be held 3-5 cm (1-2 inches) from the forehead. Temp taking staff should be careful not to have the thermometer actually touch the person's head. If this occurs, the thermometer must be cleaned immediately.
6. The temp-taking staff will hold the trigger of the no-touch thermometer until the thermometer beeps. ONLY If a "LO" or "ERROR" message occurs the designated employee will take the temperature a second time holding the thermometer for several seconds in front of the employee forehead before pressing the read button.

**NOTE:** If an individual's temperature reading is:

- **100.0° F or higher:** Staff/visitor with a temp of 100F or above shall be asked to step aside and away from other staff. Temperature check staff will immediately notify the AOD or AFS standing by. The AOD or AFS will direct the individual to leave the facility while continuing to wear their face covering and consult their personal physician and their local Department of Health for guidance on medical, and additional required follow-up.
- **Facility Administration shall contact OCFS Human Resources to provide notification of potential COVID case.** Staff shall be responsible to advise Human Resource of their status. All information provided shall be confidential. It shall be determined by CDC protocols if contact tracing will be necessary.

- **Below 100° F:** The individual may proceed through the remaining entry and screening protocols.

### 3. Documentation

Staff conducting the temperature check must document the following in a logbook or binder, the:

- Date/Time;
- Staff or visitor name;
- Whether the individual's temperature was 'P' for pass (the temperature was less than 100.0°F) or 'F' for fail (the temperature was more than 100.0°F). **Note: Temperature check staff cannot record any individual's actual temperature reading, only 'P' or 'F'**
- Name of the staff person taking temperature and recording the information above;
- The temperature documentation book will be kept in Control Center when not in use.

**Note:** Consistent with other DJJOY protocols, any staff working back-to-back or extended shifts must have their temperature taken, at least **every 12 hour**

### 3. Sanitizing

Screening staff shall inform all those who are entering of the following: "*For precautionary reasons and concerns about the health and safety for all who are in the building we are asking all to use hand sanitizer.*" Screeners provide sanitizer.

*For visitors;* Once the screening process is completed, offer the ability for handwashing before visit, appointment, meeting begins."

- **Note:** (For the "25 bedders", since they do not have lobby/screening area bathrooms conveniently available, for safety and security reasons visitors will need to be escorted to the hallway bathrooms.)

If visitors are using the bathrooms and staff are aware of potential youth usage, please review the bathrooms both prior to and post usage.

### **3. Remaining Entry and Screening process**

Once an individual has cleared the temperature station. They will be required to continue to complete the remaining Entry and Screening process as designated in current protocols and policy PPM 3247.18 Contraband and Inspection and Searches Policy.

**Note:** Individuals shall be encouraged to use their own authorized pens. If they do not have one, the facility shall provide a sanitized pen, for signing in the staff or visitor's logbook. All people must wear masks while in the facility.

Staff are reminded/ encouraged to use hand sanitizer offered in the Screening area, and to engage in frequent handwashing.