

Protocols for Mandatory Temperature Checks for Individuals seeking Admission to DJJOY Residential Programs

In accordance with DJJOY's continued efforts to keep facilities safe and in compliance with the Governor's Office and Department of Health guidelines, **effective immediately**, the facility screening and entry protocols now include the following important changes:

- All person(s) are required to wear a face covering during the entire screening process. Staff and visitors will wear a face covering upon exiting their vehicle and wear it throughout the screening process.
- All person(s) seeking admission to the facility are required to have their temperature taken with a touchless thermometer, prior to being able to continue through the regular entry and contraband screening processes.

Protocols:

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". This will include questions about the individual's possession of contraband, the security of their vehicle, and COVID-19 exposure and/or risk.

2. Control center staff will advise the individual(s) that they will not be permitted to enter the facility without wearing a face covering for the screening process.

3. Control center staff will then inform the individual(s) that their temperature will be taken via a touchless thermometer before they can continue through the screening process and that they will only continue on if their temperature is less than 100.0°F.

4. 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.

5. 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.

6. An AFS or AOD will be at the temperature check area during all shift changes to address any question or concern. The AOD or AFS will also review the day's gate passes to keep aware of other times an individual(s) may arrive at the facility so that they can be at the temperature check area.

7. 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'; and

- Name of the staff person taking temperature and recording the information above.

8. If an individual's temperature reading is:

- **100.0° F or higher:** 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 or the NYS Department of Health for guidance on medical follow-up.
- **Below 100° F:** The individual may proceed through the remaining entry and screening protocols, including bag checks and the magnetometer screening.

9. The temperature documentation book will be kept in Control Center when not in use.

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