



**City and County of San Francisco
Juvenile Probation Department**

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**HEALTH & TEMPERATURE SCREENING POLICY &
PROCEDURE NOTICE**

To: ALL PERSONS who are entering the secure Juvenile Justice Center
From: Chief Probation Officer Katherine Weinstein Miller
Re: Health & Temperature Screening Procedure

Effective Date: June 25, 2020

It is the policy of the San Francisco Juvenile Probation Department that any person who enters the secure facility of the Juvenile Justice Center be healthy and free from contagious illness. The primary purpose of the JJC is the temporary detention of children who have been delivered by law enforcement.

The Department takes seriously the duty to keep youth safe. We have implemented emergency protections based on the directives issued by the Department of Public Health. All persons who enter the JJC shall submit to a non-invasive health screening daily, including a questionnaire and temperature check.

This directive shall remain in effect until the cancellation of the Public Health Order and is compliant with updated DHR guidance issued June 1, 2020 and June 2, 2020.

PROCEDURE

All JPD STAFF and ALL PERSONS entering the secure facility shall be required to complete the following process before entering the facility. This shall include counselors, mental health, medical, kitchen, building and grounds personnel, Probation Officers and any other person entering the facility. The only exception is officers who are escorting newly detained youth into admissions.

JJC Staff shall deliver youth scheduled for court to the assigned Probation Court Officer. Probation Officers that are returning youth from court must have completed this screening process in advance.

Please note, if any person requesting entry to JJC feels sick or exhibits any of the symptoms listed below; has tested positive for or been diagnosed with COVID-19; or, has been in close contact with someone who has been confirmed to have COVID-19, they should stay home/call in sick prior to leaving home to report to work.

I. Entry Control

Entry into the facility will only take place at the MAIN ENTRANCE for Juvenile Hall. Access through the 2nd floor sally port, vehicle sally port or any other access point into the secure facility shall only take place with the clearance of the Officer of the Day and only be allowed by personnel who have first been cleared through the JJC Kiosk. Persons who attempt to enter through other portals shall be directed to the main entrance if they have not yet completed daily screening.

Screening for entrance to Juvenile Hall will take place in the JJC Kiosk. All persons waiting to be screened shall form a single-line and maintain social distancing (6 feet), preferably outside the main lobby. Employees may not enter the locker room, or any other location until screened and should not co-mingle with other staff that are already on duty.

Please call 415- 753-7500 for entrance if Kiosk is not staffed.

II. Screening Questions

Prior to entering the secure facility, all persons shall answer the Screening Questions orally:

1. Do you currently have or have you in the past 24 hours had any one of the following symptoms which is new or not explained by another reason:
 - a. Fever: **100.4 degrees Fahrenheit** or greater, as measured by an oral thermometer (or 100 degrees or greater, as measured by a surface infrared thermometer)
 - b. Chills
 - c. Cough
 - d. Shortness of breath
 - e. Difficulty breathing
 - f. Sore throat
 - g. Unusual weakness or fatigue
 - h. Loss of smell or taste
 - i. Muscle aches
 - j. Headache
 - k. Runny nose different from your allergies
 - l. Diarrhea

2. Have you had close contact with anyone in the last 14 days at home or in the community who has been confirmed to have COVID-19? Close contact includes people in your home, sex partners, or people who you take care of or who take care of you. It also includes people who were within 6 feet of you for more than 10 minutes while they were not wearing a face cover,

or with whom you had contact with their body fluids or secretions while you were not wearing a face cover or sufficient protective equipment.

3. Within the past 10 days, have you been diagnosed or tested positive for COVID-19?

III. Screening Question Review

The on duty Senior Counselor/CII or designee will review responses to ensure all questions are answered negatively.

- a. **If staff person answers, “yes” to any of the Screening Questions, they shall be sent home.**
- b. If the employee indicates that they have not experienced any of the above symptoms in the last 24-hours, the employee will proceed to the Temperature Check portion of the screening process at the JJC Kiosk.
- c. Senior staff or designee will document in the screening log to confirm each employee has been screened prior to beginning their shift, noting whether the employee has “passed” or was “sent home”. The log will not be used to document temperature or symptoms. This information is confidential.
- d. The OD or designee shall keep records of all JJC staff who have passed in the comment’s column of the online JJC schedule template.
- e. If the employee refuses to participate in any part of the screening process, the employee shall be denied entry and be sent home pursuant to guidance from DHR. Screening is mandatory and failure to participate may subject employees to discipline.

IV. Temperature Screening

All persons who pass the Screening Questions will be subject to a Temperature Screening prior to entering the JJC. The Senior Counselor/Counselor II or designee will remain in the kiosk as the **designated screener** and follow the following procedure:

- a. Prior to beginning the screening, the screener shall wash their hands with soap and water for at least 20 seconds or, if soap and water are not available, use hand sanitizer with at least 60% alcohol.
- b. The screener shall put on a face mask and disposable gloves prior to beginning any screenings.
- c. Note: Exercise within 30 minutes can cause elevated temperatures on all devices, have employee rest before checking temperature.
- d. The screener shall check the employee’s temperature using a non-contact, surface infrared thermometer.

- e. The screener will not record the actual temperature(s) taken for each employee. A “pass” or “sent home” notation is sufficient.
 - f. If temperature falls below 96 degrees Fahrenheit (35.60C), the screener shall recheck it.
 - g. If the screener does not have physical contact with anyone else, they do not need to change gloves between each check.
 - h. Screeners shall clean and disinfect thermometers according to manufacturer’s instructions.
- a. After completion of all screenings, the screener shall discard their gloves and wash their hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer with at least 60% alcohol.
 - b. Employees with onsite temperature readings at or above **100 degrees Fahrenheit** or greater, as measured by a surface infrared thermometer, shall be denied access to the workplace and sent home. They may return when they are able to meet the return-to-work criteria.

V. If Employees do not pass the Screening Questions or Temperature Screening—

If an employee does not pass the Screening Questions or Temperature Screening, they shall be sent home, and they should notify their supervisor, monitor their symptoms, and contact their own healthcare provider.

Employees cannot return to the worksite until they have complied with the department’s return-to-work protocol for returning COVID-19 positive or assumed positive employees. **Employees may also contact the City’s Nurse Triage Line at 855-850-2249.**

If at any time during the course of their shift, an employee begins experiencing the symptoms listed above, they should notify their supervisor and go home immediately.

Please remember to follow CDC guidelines (hand washing, social distancing, cough into elbow) to prevent community spread of COVID-19.

- *Avoid contact with people who are sick.*
- *Stay home when you are sick, except to get medical care.*
- *Cover your coughs and sneezes with a tissue.*
- *Clean frequently touched surfaces and objects daily (e.g., tables, countertops, light switches, doorknobs, and cabinet handles) using a regular household detergent and water.*
- *Wash your hands often with soap and water for at least 20 seconds, especially after going to the*

bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. And always wash your hands with soap and water if your hands are visibly dirty.