



COVID-19 SCREENING – City Offices

Purpose

To provide a safe environment for staff, clients, and families, JCCA will be conducting COVID-19 verbal screenings for all persons entering JCCA offices.

The purpose of this policy is to provide information, guidelines, and directives that will assist in ensuring the safety of all individuals and clients.

Procedures

All persons entering one of JCCA's city offices will be screened by a JCCA staff member. The location of the Screening Checkpoints are as follows:

- **Bronx: 555 Bergen 4th Floor Entrance**
- **Brooklyn: 858 Main Entrance**
- **Brooklyn: 870 Main Entrance**

All persons entering one of JCCA's city locations will be stopped at the Screening Checkpoint and will be asked the following questions:

1. **DO YOU FEEL SICK?** Do you have a fever or symptoms like shortness of breath, a runny nose (not related to allergies), cough, vomiting, or diarrhea?
2. **HAVE YOU RECENTLY TRAVELED OUT OF THE COUNTRY?**
3. **HAVE YOU OR ANYONE IN YOUR HOME BEEN EXPOSED TO THE CORONAVIRUS?**

If the answer is "**NO**" to all three questions, the person will be issued a wristband with the current date. The wristband must be worn for the entire time the person is in the building in order to communicate to others that the person has been screened as well as to allow the person to re-enter our office on the same day without being re-screened.

If JCCA staff answer "yes" to question one **they will be directed to go home, notify their supervisor, and contact a physician**

If JCCA staff answer "yes" to question two **they will be asked to leave the office, avoid as much personal contact as possible, and contact their supervisor and a physician.**

If JCCA staff answer “yes” to question three, if the person has been within six feet of someone with a confirmed or non-confirmed case but **is not displaying symptoms, they will be permitted to enter the building.** However, if the person **is displaying any symptoms, THEY WILL BE SENT HOME.**

Non-staff members (visitors, contractors) who answer “**YES**” to **ANY** of the questions will not be allowed in the office.

Non-staff members (visitors, contractors) who answer “**NO**” to all the above questions will be permitted to enter the office and will be issued a wristband with the current date.

One staff member will be assigned to the Screening Check Point during the hours of building operations which are as follows for the week of March 30-April 3:

Monday 3/30	Tuesday 3/31	Wednesday 4/1	Thursday 4/2	Friday 4/3
10:00-4:00	9:30-5:30	9:30-5:30	9:30-5:30	Offices closed (All staff work remotely)

Distributed March 29, 2020