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## Daily Health Screening Requirement for In-person School Attendance

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September 17, 2020

Dear Parents and Guardians,

As you know, the health and safety of our students and staff is the Irvington UFSD's number one priority. As we prepare to welcome our students' physical return to school next week, one required step that must be taken in order for students to be admitted to school is the completion of the daily health screening questionnaire. This questionnaire must be completed by parents each day a student is to attend school in person and prior to their child(ren) leaving their home to go to school or the bus stop. If the questionnaire is not completed, the child will not be permitted to attend classes.

### School/District Responsibilities:

The New York State Department of Health and the New York State Education Department require that a daily health screening be performed prior to students reporting to school. To comply with New York State requirements, the District must ask questions regarding each student's health to determine that they do not have COVID-related symptoms, been in contact with someone with COVID or someone who is displaying symptoms of COVID and have not traveled to states or countries currently on the New York State required quarantine list. When a student or staff member's questionnaire indicates areas of concern or risk for their health or that of others in the school community, they will be required to stay home and seek medical attention. When completing the App or web-based application, should one's responses require them to stay home, the application will prompt them accordingly. In any such case, parents or staff members should expect a follow up communication from a District employee regarding the appropriate next steps that should be taken. If at any time, you have any questions, please contact your school nurse who will be glad to assist you.

### Health Screening Questionnaire Details:

The daily health screening questionnaire is available for download from the Apple App Store or through Google Play or it can be completed through a Web Form Questionnaire that is posted on the District website. Having had experience with its use, I will be honest and share that the App is easier to use and quicker to complete than the Web Form Questionnaire. However, due to the volume of use, I have found that there are times when the App doesn't always process in a timely manner. Should you experience this, please use the Web Form Questionnaire. Additionally, with multiple students in a household the web form is recommended as the App is for one individual only. Both are being provided for your convenience. Directions for both methods are included below.

Parents will need their child(ren)'s student number to complete the required, daily health screening questionnaire. If you need to identify your child(ren)'s student number, it can be located in [Home Access](#). It is imperative that the correct student ID is used as incorrect IDs will result in a form not being submitted.

The District will send parents a daily email reminder at 5:30 am to complete the required daily screening questionnaire.

### **Option 1: Web Form Questionnaire:**

If you prefer to complete the web-based daily health screening questionnaire or have multiple children, please use this link:

<https://covid19screening.k12alerts.com/irvingtonufsdstudents>

This link can also be accessed on the far right side of Irvington UFSD website homepage: [www.IrvingtonSchools.org](http://www.IrvingtonSchools.org). Please select the student form and not the staff form.

Users must complete all required fields including:

1. Complete one separate questionnaire each student in your household
2. Enter the student ID number, which can be acquired through Home Access
3. Enter student name
4. Enter the phone number at which you can best be reached
5. Enter the email address to which daily communications are being sent
6. Select proper school and cohort
7. Review the health screening prompts and select “yes” or “no”
8. Submit
9. If you select the “No Symptoms” option, you are cleared to come to school/district property. If you select any of the other scenario options, you are not allowed to come to school/district property. In the latter scenario, please stay home and contact your healthcare provider. Also, please be reminded that you will be contacted by a member of the school/District staff.

### **Option 2: Smart Button® App**

**Directions for Downloading the App & Using the App:**

*Please note: If you ever experience difficulty using the App, please complete the Web Form Questionnaire which is located on the District website:*

[www.IrvingtonSchools.org](http://www.IrvingtonSchools.org).

**Instructions to download and sign in to the Smart Button mobile application:**

A profile was developed for each student for the Smart Button mobile app. A Smart Button profile is only for the use of one individual. If you have multiple children, it is advisable to use the Web Form Questionnaire:

<https://covid19screening.k12alerts.com/irvingtonufsdstudents>

**Instructions to download (need to do only once per phone) and sign in to the Smart Button mobile application.**

#### **Registering your Smart Button® Account**

1. On your smartphone, search for "Smart Button Panic Button" in the App Store or Google Play Store.
2. Install the Smart Button® app to your device.
3. Open the app and Parents: enter the student's ID number as the Username.
4. Enter "changeme" as the Password and click Sign In.
5. Confirm your email and create a unique password to finish registration.
6. On the Home Screen, you will see a tab that shows a school/building name. This is your default building setting based on your pre-set profile. You can click the tab and change the building if needed when you are completing the screening. You can also click the “Identity” tab on the bottom menu bar to view/edit your profile information. Please choose the correct cohort with the school.

#### **Using the Mobile Application for Screening**

1. Each day, you, as a user, would open the Smart Button application so you are on the Home Screen.
2. Select the proper school and cohort for the specific student
3. Click on the green tab that says “Select Incident”, where you will see a

series of different scenario options to choose from. Please select the status option that best fits your situation. The last option “No symptoms. Feeling well” indicates that none of the options listed above it apply.

4. After you select the status option, you will return to the Home Screen. Press down on the big red “Smart Button” until you see the confirmation that your screening message went through. You will need to hold it for a few seconds.
5. If you have selected the “No Symptoms” option, you are cleared to come to school/district property. If you select any of the other scenario options, you are not allowed to come to school/district property. In the latter scenario, please stay home and contact your healthcare provider. Also, please be reminded that you will be contacted by a member of the school/District staff.

*The daily health screening questionnaire must be completed prior to students leaving for school on all in-person attendance days.*

Sincerely,

Dr. Kristopher Harrison  
Superintendent of Schools

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