



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

Katherine Weinstein Miller
Chief Probation Officer

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THERMOSCAN POLICY & PROCEDURE NOTICE

To: **ALL PERSONS** who are entering the secure Juvenile Justice Center

From: **Chief Probation Officer Katherine Weinstein Miller**

Re: **Thermoscan Procedure**

Effective Date: April 3, 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 found in the Department of Public Health Order issued March 6, 2020. All persons who enter the JJC shall submit to a non-invasive health screening daily. This directive shall remain in effect until the cancelation of the Public Health Order and is compliant with DHR guidance issued 3-30-2020.

PROCEDURE:

1. Prior to arriving at work for each shift, employees - and all persons requesting entry to the JJC - should conduct a self-assessment of their health to include taking their temperature and call in sick to work if they have **any of the following symptoms*:**

- a. Fever of 100.4 degrees Fahrenheit or greater
- b. Cough
- c. Chills
- d. Persistent Sneezing or Runny Nose
- e. Sore Throat
- f. Difficulty Breathing
- g. Fatigue
- h. Loss of taste or smell

***Employees not reporting to work are advised to seek direction from their health care provider.**

- 2. 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. The only exception is officers who are escorting newly detained youth into admissions. Persons who attempt to enter through other portals shall be directed to the main entrance if they have not yet completed daily screening.
 - a. 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'), 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.
- 3. Prior to entering the secure facility, everyone shall answer two questions:**
 - a. Have you had any of the following symptoms in the last 24 hours:
 - i. Fever, chills, cough, sore throat, persistent sneezing or runny nose, difficulty breathing, fatigue, loss of taste or smell?
 - b. Has anyone in your household had a fever in the last 24 hours?
- 4. The on duty Senior Counselor/CII or designee will review responses to ensure all questions are answered negatively.**
 - a. 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.
 - b. **If staff person answers, "yes" to any of these questions, they shall be sent home.**
 - c. Senior staff or designee will document in the screening log to confirm each employee has been screened prior to beginning their shift. The log is only used to record names and will not be used to document temperature or symptoms but will indicate if a staff person is cleared or not cleared. This information is confidential.
 - d. The OD or designee shall keep records of all JJC staff being cleared 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.
- 5. The Senior Counselor/Counselor II or designee will remain in the kiosk and supervise the staff person self-administer the temperature check and record in the log the screening outcome.** The small sally-port in the glass partition shall serve as a pass through for the thermometer. Staff assigned this duty will be provided with all necessary

safety equipment to include gloves, mask, sanitizing solution and training. **Please call 415-753-7500 for entrance if Kiosk is not staffed.**

- a. **Thermoscan equipment shall be sanitized between every use.**
- b. Instruct the staff member to pick up the thermometer with a paper towel and show the senior counselor the reading.
 - i. Reading between 97.5 and 99.5 is sufficient to gain entry into the building. If the reading is outside of this range, another reading should be conducted. If the second reading is between 97 and 100 degrees and within .3 degrees of the first, it is accepted. If more than .3 degrees different from the first reading, a third reading should be taken.
- c. After each person, the thermometer must be cleaned with provided sanitization. Staff may enter the building.

If the employee's temperature is below 100.4, they may enter the facility and start their shift. Staff with a temperature reading above 99.5 degrees will be asked to monitor how they feel and be checked again in four hours. **If at any time during the course of their shift, the employee begins experiencing the symptoms listed above, they should notify their supervisor and go home immediately.**

6. **All JPD STAFF and ALL PERSONS entering the secure facility shall be required to complete the afore mentioned process before entering the facility.** This shall include counselors, mental health, medical, kitchen, building and grounds, Probation Officers and any other person entering the facility.
7. **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 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.*

