# **Health Check Process**

At this event, all event staff and attendees must complete a health check as part of the event check-in process for each day of the event. A Health Check Attendant, a new *FIRST* volunteer role, can be assigned to support this process.

## **Preparation**

* Communicate well in advance to attendees that a health check will be required for entry so they can prepare with necessary documentation, permission from parents and schools, etc.
* Unless required by law, local health authority guidance, or venue policy, do NOT collect or record any personal health data. If you collect contact information, it should be used for contract tracing purposes only. Follow all [*FIRST* Data Privacy](https://www.firstinspires.org/about/privacy-policy) and [*FIRST* Data Protection](https://usfirst.sharepoint.com/sites/fielddevelopment/Shared%20Documents/Forms/Fileexplore.aspx?id=%2Fsites%2Ffielddevelopment%2FShared%20Documents%2FData%20Protection%20and%20Privacy%2FFIRST%5FData%5FProtection%5FPolicy%5FFinal%5F9%2E30%2E21%2Epdf&parent=%2Fsites%2Ffielddevelopment%2FShared%20Documents%2FData%20Protection%20and%20Privacy) Policies.
* Ensure your check-in area is large enough to accommodate the number of anticipated attendees.
* Consider multiple check-in areas to better accommodate teams and event staff.
* [Post signage](https://usfirst.sharepoint.com/sites/fielddevelopment/SitePages/COVID-19-Guidance-for-FIRST-Official-Events.aspx#event-check-in-signage-(customizable)) at entry points to prepare people for your event check-in process.
* Ask people to wait outside, if possible, to reduce congestion indoors at the entrance.
* Assign teams and volunteers to staggered check-in times to reduce wait time.
* Include physical distancing tape or marks on the floor to encourage safe spacing as people wait.
* Designate a by-pass lane for people who have already cleared screening.
* Designate a room or area within or close to the check-in area to isolate anyone who does not pass screening and needs time to coordinate with others prior to leaving the facility.
* Consider assigning a health check attendant or venue-provided event staff for each step in the process.
	+ Managing the queue (optional). Ensure people are abiding by physical distancing guidelines and check that everyone has an approved face mask.
	+ [Conducting temperature checks.]
	+ [Conducting health screening interviews.]
	+ [Confirming proof of COVID-19 vaccination or a negative COVID-19 test.]
	+ Completing the event entry process [including collecting attendee contact information for contact tracing purposes.]
	+ Managing the isolation area.
* Assign enough volunteers or event staff, if the venue is contracted to support event admission, to manage the process. Recommendations (Note: Events may require a subset of health check options and corresponding volunteer/event staff positions as outlined below):

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **120 people per hour** | **240 people per hour** | **360 people per hour** |
| Managing queue (optional) | 1  | 1 | 1 |
| Managing isolation area | 1 | 1 | 2 |
| Temperature Check & Health check interview | 2 | 4 | 6 |
| Verify vaccination/negative COVID test | 1 | 2 | 3 |
| Complete entry process (collect contact information, wrist band) | 1 | 2 | 3 |
| **Totals** | 6 | 11 | 17 |

* If staffing is an issue, one person can be assigned to process more than one health check step. NOTE: This process is less efficient. It is recommended that one person is assigned to a single step.
* Consider assigning a cleaning crew to disinfect the area regularly.
* Confirm your supplies: See [“COVID Supply List”](https://usfirst.sharepoint.com/%3Aw%3A/r/sites/fielddevelopment/Shared%20Documents/2021-22%20Season/COVID-19%20Guidance/COVID-19%20Supply%20List.docx?d=w5b90d83ed3e144709207e7c2c6145c5a&csf=1&web=1&e=JhKeXl)

## **Process Steps**

* **Managing the Queue (optional volunteer assignment)**
	+ Confirm that each person is wearing a face mask approved for the event.
		- The following mask types are **NOT** approved for use at this event:
			* Cloth masks with exhalation valves or vents since they allow respiratory droplets containing the virus to escape.
			* A face shield used alone without a face mask
			* Bandanas
			* Scarves
			* Ski masks
			* Balaclavas
		- Offer a mask if the person does not have a mask approved for the event. See the [“Unapproved Masks”](https://usfirst.sharepoint.com/%3Aw%3A/r/sites/fielddevelopment/Shared%20Documents/2021-22%20Season/COVID-19%20Guidance/Unapproved%20Masks.docx?d=w36a6c0e659894eb6b968cc6ab3f31c56&csf=1&web=1&e=ZiMTTv) document for pictures of mask types not approved for use at this event.
	+ Remind people to stay the appropriate physical distance from others (NOTE: A single team and members from the same household are not required to abide by physical distancing guidelines).
	+ Prepare people in line for the health check process.
	+ [Confirm with those in the queue that they have the required proof of COVID-19 vaccination or negative COVID-19 test, per event policies.]
* **[Conduct a temperature check.]**
	+ Use a non-contact infrared thermometer.
	+ Use the “Temperature Check Script” and confirm verbal consent prior to taking the temperature.
	+ For any reading at or above 100.4 degrees F (38 degrees C), show the person the digital temperature and ask them to make the necessary arrangements to leave the event safely.
	+ If the person does not have an elevated temperature, ask the person to move to the next step in the check-in process.
* **[Conduct the health check.]**
	+ Use the provided script “Health Check Interview Script.”
	+ If the person is cleared to enter the event, move to [Confirm proof of COVID-19 vaccination or negative COVID-19 test] check-in step.
* **[Confirm proof of COVID-19 vaccination or negative COVID-19 test, per the process outlined in the event’s COVID-19 health and safety policy]**
	+ If the person is cleared to enter the event, move to the final check-in step.
* **Complete Event Check-in.**
	+ Use the “Complete Event Check-in Script.”
	+ Collect the Coaches Agreement [Coaches will confirm the status of those attending on and with their team and will manage the contact information for everyone they bring into the event for contact tracing purposes.
	+ Coaches may turn in to the host signed contact tracing forms from their community. Hosts should collect those as well as contact tracing forms from walk-in attendees and return all contact tracing forms to the region after the event.]
	+ Provide the coach with the number of requested wrist bands that will allow the people the coach has screened before the event to by-pass screening if they leave and re-enter the event.
	+ Remind them of the event’s COVID-19 health and safety policy.

# **WALK UP ATTENDEE PROCEDURE**

# **Temperature Check Script**

“We would like to take your temperature as part of the health check process. Do you agree to a temperature [and health screening] check?”

**If the answer is “no.”**

“A temperature [and health screening] check is required for entrance into this event. Please consult with your team to determine your next steps.”

**If the answer is “yes,” take the temperature with a** **non-contact infrared thermometer.**

**If the temperature is elevated (100.4 degrees Fahrenheit or 38 degrees Celsius):**

“An elevated temperature of 100.4 degrees Fahrenheit (or 38 degrees Celsius) does not mean that you have COVID-19; however, people with fever will not be admitted to this event. If you need time to coordinate your next steps, we will ask you to do so at a safe distance from event attendees outside the venue.

**If the temperature is normal continue with the “Health Check Interview Script” or is no health check screening is required:**

“Now we will verbally complete the health check interview.”

# **Health Check Interview Script**

“Do you have any of the COVID-19 symptoms listed [[on the flyer](https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf)/[poster](https://usfirst.sharepoint.com/sites/fielddevelopment/Shared%20Documents/Forms/Fileexplore.aspx?id=%2Fsites%2Ffielddevelopment%2FShared%20Documents%2F2021%2D22%20Season%2FCOVID%2D19%20Guidance%2FCOVID%5FSignage%5FSymptom%2DCheck%5FFillable%2Epdf&parent=%2Fsites%2Ffielddevelopment%2FShared%20Documents%2F2021%2D22%20Season%2FCOVID%2D19%20Guidance)] or have you been exposed to someone diagnosed with COVID-19 in the past 14 days?”

 **If “no” to all the questions**

“Please provide confirmation of your COVID-19 vaccination or negative test status.”

**If “yes” to any of the above**

“Is [symptom – cough, runny nose, headache, etc.] normal for you?” (For context, some people suffer from allergies, or chronic conditions – use your best judgment as you consider whether a person should or should not enter the event based on this conversation).

“Having COVID-19 symptoms do not mean that you have COVID-19; however, people who are currently experiencing COVID-19 symptoms will not be admitted to this event.”

## Complete Check-in Script

**[Contact Tracing]** “All people entering this event are required to provide their contact information for contact tracing purposes. Please provide that information here [see Contact Tracing Form, next page]. Your information will only be used for contact tracing purposes and will be destroyed after 30 days.

[NOTE: Coaches will turn in their team roster, which will have the required information for team, coaches, mentors, and team supporters which have been validated by the coach. Walk-up attendees must submit information per event procedures].

After Attendee Completes the Contact Tracing Form, you may provide them a wrist band to enter the event.

“This wrist band shows that you have completed all event entrance requirements so you will not be asked to go through screening again if you leave and return to the event. Use the bypass lane to re-enter.

“Please follow all COVID-19 safety requirements for this event, including all signage and all event staff directions.”