

Directions for use

Set up a check-in station for participants.

- Question Sheets
- Hand Sanitizer
- Wipes
- Pens
- Roster
- Thermometer

As they arrive have participants read the questions provided.

Take their temperature. The actual temperature does not need to be recorded.

Record on the Health Check Report roster that they answered the questions and have had their temperature taken.

If anyone answers Yes to any question and/or has a fever of 100 or more, they must be asked to leave.

Fill in the report completely. Make sure it is legible.

Emails need to be taken incase a contact trace needs to be done. If an email is not available, then take a primary phone number.

Collect question sheets and pens and wipe down before returning to tote box.

Give completed Check in Roster to a staff member. If none are available, please leave in packet.

Thank you for doing your part to keep everyone safe.