

## Screening Team Member Job Aid

**READ THIS ENTIRE JOB AID BEFORE TAKING ACTION**

<b>Reports to:</b>	Registration Supervisor
<b>Reporting to you:</b>	N/A
<b>General job overview:</b>	Provide a welcome atmosphere to shelter clients arriving at the shelter. Conduct a brief assessment of shelter client health. Direct clients to registration or isolation areas.
<b>Knowledge and training:</b>	ARC Shelter Fundamentals, just-in-time training from Public Health Nursing Lead.

**INITIAL ACTIONS**

- Begin an ICS 214 form documenting work start and end times, any notable occurrences and activities completed during your shift.
- Assist Registration Supervisor in setup of screening area tables, signage, etc.  
*Set up screening area with a minimum of 1 table and 2 chairs for staff. The screening area should preferably be located on the exterior of the building in a covered area near the shelter entrance.*
- Review
  - Cabarrus County Sheltering SOG
  - Screening Team Member Job Aid

**DAILY SHELTER OPERATIONS**

- Sign in and out at the Staff Area, including leaving for breaks.
- Complete an ICS 214 documenting your shift start and end times, any notable occurrences and activities completed during your shift.
- Ask all persons do you have any of these new symptoms?
  1. Fever= $\geq$ 100 degrees
  2. Cough, congestion, sore throat, runny nose, shortness of breath
  3. Muscle aches with flu-like symptoms, loss/decrease of taste or smell
  4. Chills or shaking chills, headache, diarrhea, nausea, decreased appetite or any GI symptoms
  5. Contact with a person who has been quarantined or confirmed with Covid-19
- If “no” to all questions, direct individual to Registration.
- If “yes” to any question, direct individual to Isolation.
- Answer shelter client questions or refer them to other shelter staff if appropriate.
- Communicate registration area needs, potential issues, and security concerns to Registration Team Supervisor.

## SHELTER CLOSING ACTIONS

- Remove all shelter signage from the Screening Area.
- Demobilize shelter equipment.  
Use list below as a guide to ensure all shelter equipment is accounted for.
  - Clean and disinfect equipment as necessary.
  - Make note of any disposable items from supply list below that will need to be restocked.
  - Report any missing or broken equipment to the Registration Supervisor.
- Perform final inspection of Screening Area.
- Notify Registration Supervisor of any damages to the shelter facility that cannot be resolved prior to closure.
- Turn in all remaining paperwork to Registration Supervisor.
- Participate in debrief.

## LOGISTICS SUPPLY LIST

**Screening setup:** Tables, chairs

**Client supplies:** Shelter Rules handout, hand sanitizer, tissue

**Cleaning supplies:** Disinfectant wipes, paper towel, all-purpose cleaner, disposable gloves

**Office supplies:** Pens and pencils, notebook, post-its

**Personal supplies:** Agency ID, mobile phone and charger, comfortable closed toe shoes, water bottle, snacks