

Hello West Catholic families,

As students are getting back in the swing of things at school, we have been constantly adjusting to the ways that we can best keep them safe while at school. As I am sure you are aware, one of these ways is with a daily COVID Symptom Screener for students and staff. Beginning Monday, September 14, there will be an updated version of this screening process sent out each morning. Please read this letter carefully to ensure that this process transitions smoothly and the screener is being properly completed for your child.

Instead of an ID number for students and staff, the following process will now take place:

- You will be asked to enter your students first and last initials. **These must both be upper case letters, with no spaces between them.** In the case of hyphenation, please use the first letter of the first name that appears. (for example, John Smith-Jones would enter JS)
- You will be asked to select the grade of the student from a drop down menu.
- You will be asked to enter the student's date of birth. This must be in a MM/DD/YYYY format.

The following is copied from communication from the Kent County Health Department:

“The parent/guardian will complete a form for each child. The parent submits the child's initials which must be in UPPER case, the date of birth, must be submitted as mm/dd/yyyy, and grade. K for Kindergarten PreK for PreKindergarten and all grades have a zero + grade (05 for 5th grade.) All faculty and employees must use Staff. **If any of these items are not in the correct format when submitting they will not match up with your master roster spreadsheet, thus creating a mismatch on the tracking form of your dashboard.**”

As of Thursday, September 10th the daily survey will be open from 5:30 AM - 8:30 AM. The daily messages will now be automated. Students should NOT be entering the building unless their screener has been completed. This update will offer us a better opportunity to monitor this. Any mismatches that occur will be addressed by the office.

If there is a phone number or email address that you wish to have added to/removed from the contact list, please email Justina in the main office at justinaouellette@grwestcatholic.org.

Thank you for your help in ensuring the health and safety of our students. Go Falcons!