



Dear Carmel Central School District Community,

For the 2020-2021 school year, the Carmel CSD will be implementing a COVID-19 Screening tool for staff and students. Depending on the screening requirements, students will receive a daily email reminder that notifies them to fulfill the COVID-19 Screening.

**The COVID-19 Screening questionnaire will need to be filled out on days that students are scheduled to be in attendance in a school building or on district property.**

**You will not be permitted to enter school/district property without fulfilling the screening process.**

**Students will be able to utilize the following methods to fulfill screening compliance:**

- Web Form Questionnaire – <https://covid19screening.k12alerts.com/carmelcsd/>
- Smart Button® mobile app

*Please note that the app is designed to have one student logged in at one time, if you have multiple children in the family and will need to submit more than one screening in the morning, you will find the Web Form Questionnaire a faster and more convenient option.*

#### **Web Form Questionnaire Instructions**

- Select appropriate options and fill in text boxes with the appropriate information
  - Enter the name of the student for the screening
  - Please only use the **student's school email** (@students.carmelschools.org) to ensure they are properly accounted for in the system
  - For families with multiple children, you will need to fill out the web form questionnaire individually **for each student in the family**
- Please read through the scenarios/symptoms/situations listed to determine if any apply
- If any scenario applies to you, select "Yes". If none apply, please select "No"
- If you select "Yes" and submit, your child will need to stay home and not come to school/district property. The confirmation screen after you submit will provide additional instructions/information that you must adhere to.

#### **Mobile Application Screening Instructions**

The **Smart Button**® is an alert application that will allow you to submit your COVID-19 Screening response as an alternative to the Web Form Questionnaire.

Please note that the app is currently under maintenance and is not available for Android devices (Google Play store). We will send out a notification once Android market has released the app to the public.

**For families with multiple students attending the district, it is recommended that you use the Web Form for screening rather than the Smart Button.** A Smart Button profile is designed for use by one individual. It is easier for parents to use the Web Form to screen instead of having multiple Smart Button profiles to log into.

Below you will find the instructions on how to download and sign in to the Smart Button mobile application.

### **Registering your Smart Button® Account**

1. On your smart phone, search for "**Smart Button Panic Button**" in the App Store or Google Play Store.
2. Install the Smart Button® app to your device.
3. Open the app and **enter the school email address** as the Username (the school email ends with @students.carmelschools.org)
4. Enter "**changeme**" as the Password and click **Sign In**.
5. **Confirm your email** and **create a unique password** to finish registration.
6. **On the Home Screen, you will see a tab that shows a school/building name.** This is your default building setting based on your pre-set profile. You can click the tab and change the building if needed when you are doing the screening. You can also click the "**Identity**" tab on the bottom menu bar to view/edit your profile information.

### **Using the Mobile Application for Screening**

Each day your child is required to be in attendance in school or on district property, you would open the Smart Button application and see the Home Screen.

Click on the green tab that says "**Select Incident**", where you will see a series of different scenario options to choose from. Please select the status option that is best fit for your situation.

After you select the status option, you will return to the Home Screen. Press down on the big red "**Smart Button**" until you see the confirmation that your screening message went through.

If you receive a "thumbs up" option, you are cleared to come to school/district property. If you see a "**thumbs down**", you are not allowed to come to school/district property.