



## REVISED COVID SCREENING PROCEDURES

1. **Beginning September 21, 2020, the COVID-19 Screening questionnaire must be filled out every day by all students, regardless of in person or remote learning (including remote only students) by the school start time (CHS by 7am; GFMS by 8am and Elementary by 9am).** The state mandates that we report all results daily. For student attending in-person school, the screening **MUST** be completed before your child arrives at school.
2. Parents/guardians/students must check their **child's school email** daily for reminders to complete the COVID-19 screening questionnaire. In your survey response you must **only use your child's school email address or your response will not be reported.**

For your information:

- A reminder email will be sent to the **STUDENT'S SCHOOL EMAIL ACCOUNT.**
- The questionnaire may be completed by following the link in the email, through the Smart Button app\* (now available for both iPhones and Androids), or through the link on our website at [www.carmelschools.org](http://www.carmelschools.org) **When setting up the Smart Button app use your child's school email address as the username and "changeme" as the password.**
- *As a reminder, the Web Form Questionnaire should be used if the app is not functioning properly.* Families with multiple children should also use the Web Form Questionnaire to complete the screening survey for each child. A sample of the questionnaire is attached.

COVID-19 screening questionnaire tutorial video: <https://youtu.be/0hYJzyvYBfM>  
**[Instructions can also be found here](#)**

\*If you have already downloaded the Smart Button app, be sure to update it to the latest version.