

Directions for Student Self-Certification

Parents/Guardians need to complete a daily self-certification form prior to students boarding the bus or entering any school. The self-certification form can be found at the website link: <https://www.psd202.org/covid.php> or, you can use your phone to self-certify.



1. Open the photo app on your phone.
2. Zoom in to the QR code until it recognizes the code.
3. Your phone will ask you if you wish to open the link.
4. Confirm, and complete and submit the self-certification form.
5. If the student is in a specialized program or PreK, parents/guardians must also initial the day of the week on the student's backpack tag.
6. Each week, students will be given a backpack tag for the week. This will be used as proof that the parent/guardian self-certified the student prior to leaving the home.

The form automatically collects

- Student name
- Id number
- Home School
- Date
- Time Completed

Parent/Guardian will need to answer two questions on behalf of their child and confirm.

Students experiencing ANY symptoms should stay home and not report to school.

A screenshot of the 'COVID-19 Self-Certification' form from Plainfield Community Consolidated School District 202. The form header includes the district logo and name, with the tagline 'We prepare learners for the future.' Below the title, it shows a date and time stamp: '2) - September 4, 2020, 2:53 pm' and a link 'NOT YOU? CLICK HERE'. The first question is 'I self-certify that I am fever and symptom free prior to entering the building. Symptoms of COVID-19 include: fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.' It has 'Yes' and 'No' buttons. The second question is 'I self-certify that I have not had close contact with or cared for someone with any of the following:' followed by a bulleted list: 'COVID-19 like symptoms', 'Currently being tested or awaiting testing results for COVID-19 due to direct exposure', and 'Diagnosed with COVID-19'. It also has 'Yes' and 'No' buttons. At the bottom, there is a blue 'Confirm' button.

What device should be used to complete the form?

We recommend that a parent/guardian completes the form one of the following ways:

1. **Complete the form on a cell phone.** Make sure to keep the window open on the phone or take a screen shot of the green screen once approved. The parent/guardian can take a screenshot of the green screen and send it to the student's phone if the student brings a phone to school.
2. **Complete on a computer.** Once complete, print out the green screen page as confirmation that the self-certification was completed
3. **Complete on the student computer.** If the student is transporting a computer to and from school, families may complete the form on the student's computer. Have the student leave the window open with the green screen to show staff.

Students who are unable to use a device to share that the app was completed may be provided backpack tags as evidence of completion.

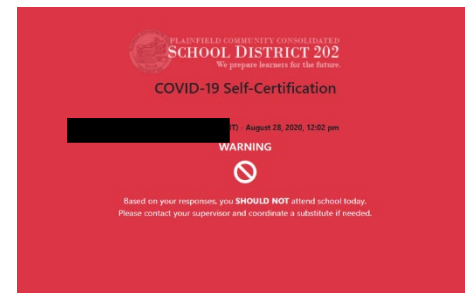
- When parent/guardians complete the form for their child, they will see a green screen.



- Parent/Guardian will only be able to complete the form one time per day. If they try to complete it again, they will receive an error message.



- Parent/Guardian who answers “No” to any question for their child, will receive a Warning Screen informing them not to enter the building.
- If your child has any of the listed symptoms or has been in contact with anyone with COVID, they should not report to school.
 - Contact the attendance office to inform them your child will be out sick.
 - If the symptoms continue for more than 2 days, we recommend that you contact your child’s physician.




How to access the form on a cell phone

Open your browser and go to the weblink <https://www.psd202.org/covid.php>

Scan the QR code, which will take you directly to the appropriate webpage.

Or you can save the website to the main screen on your phone.

iPhone:

1. Open the link on your cell phone in Safari: <https://www.psd202.org/covid.php>
2. Log in with your student’s login name and password. This should be the same as what they are using for Google Classroom.
3. **Do not answer any questions, yet.** (this is an important step)
4. Click on  at the bottom of the screen. (This is the same place you would click to share a link with someone)
5. Scroll down to the option of “add to home screen”
6. Click “add” in the top right corner.

The link is now saved as an “app” icon on your phone.

Samsung:

1. Open the link on your cell phone: <https://www.psd202.org/covid.php>
2. Log in with your student's login name and password. This should be the same as what they are using for Google Classroom.
3. **Do not answer any questions, yet.**
4. Click on the 3 lines on the bottom right corner of your screen
5. Click "add to" (This may also be a "+")
6. Select "home screen"

The link should now be saved on your home screen.

Arrival Procedure

All students and staff are required to complete a COVID-19 self-screening checklist prior to entering any District 202 building. At all student entrances, building staff and administration will check to make sure parents/guardians have self-certified each student.

Families must follow each individual school's arrival map and procedure.

How will the school know my child completed the self-certification form?

When students arrive at the building, staff will be checking to see if parent/guardian completed the form for each student. Staff will verify that each student has a completed self-certification form in several ways.

1. Student shows phone screen with the green screen for the current date prior to exiting the car or when approaching the building (website is open or show picture of screenshot that was taken)
2. Student shows paper print out of the completed form with the appropriate date
3. Student opens student computer to show the Green screen and appropriate date
4. Student's backpack tag is initialed by the parent on the corresponding day of the week

Car Riders: Parents/guardians must display the green screen for the self-certification or hand the staff member a piece of paper with proof of the certification prior to the student exiting the car. If this was not completed, the car must pull forward to the designated area and complete the self-certification prior to the student exiting the car.

Walkers and Bus Riders for Specialized Programs: Parent initials will inform the school staff that the app was completed.

What if I completed the app, but I forgot to initial the backpack tag for my walker or bus rider? Building staff can view who completed the app at home. If the app was completed, the student will be permitted to enter the building.

What if the parent did not complete the self-certify for the student prior to school?

The school will have attempt to conduct a symptom screener for students who have not been certified by a parent. If the student is not able to respond to the questions due to ability or age, the parent/guardian will be contacted to complete the self-certification app. If a parent/guardian cannot be reached, the student will not be able to participate in class and the parent/guardian or other approved contacts will be called to pick the student up from school.

Can a high school student self-certify on the app if the parent does not complete the app?

Yes, high school students ONLY will be permitted to complete the questions on the app if a parent doesn't complete the app. Middle School and Elementary Students must have the app completed by a parent.