WebSmart has added the ability to track and report on COVID-19 screening and contract tracing for students and staff.

# Contents

# COVID-19 Screening

## Student screening

Student screening results are recorded in *Students > Student Manager > Health Info > Health Tests*.

They can be entered manually in the Student Manager or through a custom import that must be set up by WebSmart staff.

### Record student screening information

1.  While in the **Student Manager**, select the student whose information you want to edit, and click on the **Health Info** tab.
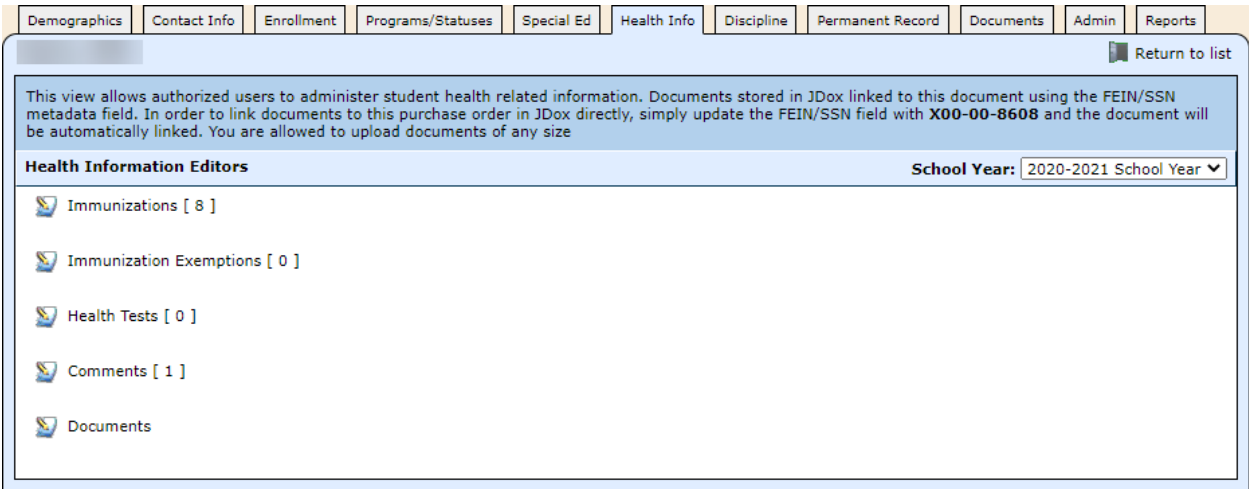
2. Click on  **Health Tests**, and this window opens.



3. Click  **Add Screening / Health Test**, and this window opens.



4. Complete the fields as described.

   - **Test Type**: Select COVID-19 Daily Screening.
   - **Test Date**: Click the  icon, and select the date.
   - **Results**: Select from Passed, Failed - Not Referred, and Failed - Referred.
   - **Comments**: Enter information such as the student's temperature, other symptoms, or pre-existing conditions.
   - **Preexisting Condition**: Select from None or Yes.

5. Click  **Save**.

## Run the student screening report

1. Select **Students**, then **Reports**.

2. Locate the **Student Local Screening Results** report, and click the  icon.



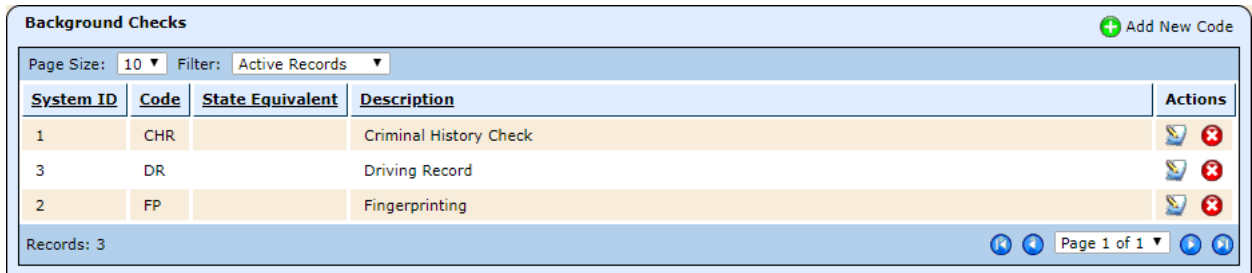3. Complete the fields, and click  **Run Report**.

# Staff screening

Staff screening results are recorded in *Finance > HR > Staff Manager > HR Info > Background Checks*.

They can be entered manually in the Staff Manager or through a custom import that must be set up by WebSmart staff.

## Add the COVID-19 code to Background Check code list

1.  Select **Finance** from the **Jump to Module** pull-down list in the upper right corner.

2.  Select **Support Codes**, then **Background Chks** from the **HR** menu, and this window opens.
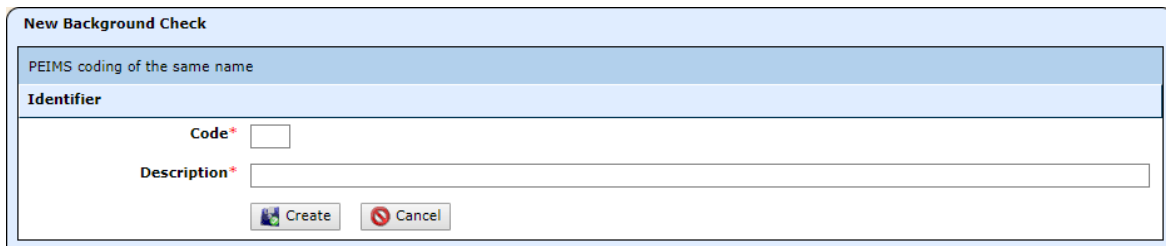
| Background Checks | | | | Add New Code |
|---|---|---|---|---|
| Page Size: 10 ▼ Filter: Active Records ▼ | | | | |
| **System ID** | **Code** | **State Equivalent** | **Description** | **Actions** |
| 1 | CHR | | Criminal History Check | 📝 ❌ |
| 3 | DR | | Driving Record | 📝 ❌ |
| 2 | FP | | Fingerprinting | 📝 ❌ |
| Records: 3 | | | | Page 1 of 1 ▼ |
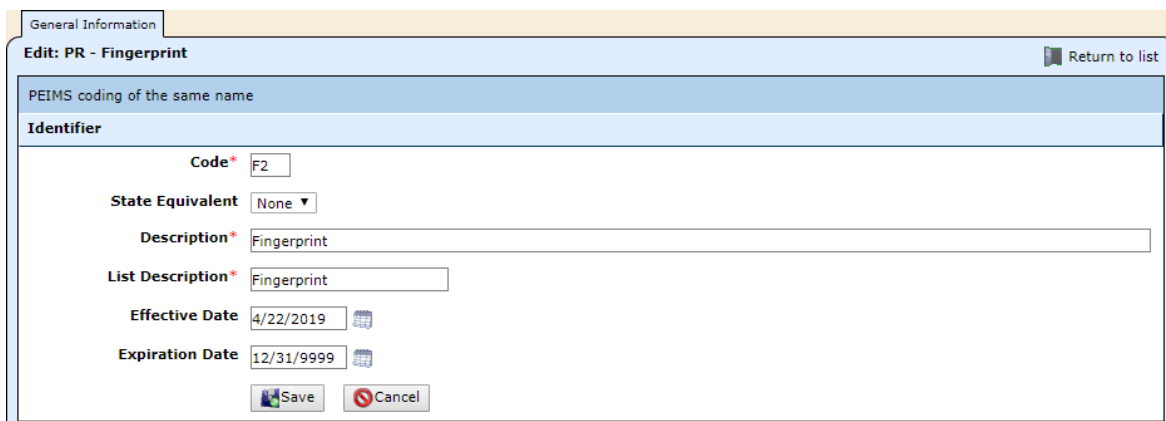
3.  Click ➕ **Add New Code**, and the New Background Check window opens.

**New Background Check**

PEIMS coding of the same name

**Identifier**

Code* [   ]

Description* [                                    ]

[ Create ]  [ Cancel ]

4.  Complete the fields as described. Both are required.

-  **Code**: Enter something like C19.
-  **Description**: Enter something like COVID-19 Screening.

5.  Click 📝 **Create** when you've finished entering information.

6.  Click 📝 **Edit Identifier**, and the Identifier window opens.

General Information

**Edit: PR - Fingerprint**                                 📄 Return to list

PEIMS coding of the same name

**Identifier**

Code* [F2]

State Equivalent [None ▼]

Description* [Fingerprint]

List Description* [Fingerprint]

Effective Date [4/22/2019] 📅

Expiration Date [12/31/9999] 📅

[ Save ]  [ Cancel ]

7.  Change the **Effective Date** to a date in the past like 1/1/2020.

8.  Click 📝 **Save**, and you're returned to the Edit window.

9.  Click 📄 **Return to List**.

## Record staff screening information

1. While in the **Staff Manager**, select the staff whose information you want to edit, and click on the **HR Info** tab.



2. Click on  **Background Checks**, and this window opens.



3. Click  **Add Background Check**, and this window opens.



4. Complete the fields as described.

   - **Test Type**: Select the COVID code — for example, C19 - COVID-19 Screening.
   - **Date**: Click the  icon, and select the date.
   - **Passed/Failed**: Select from Passed and Failed.
   - **Comments**: Enter information such as the staff member's temperature, other symptoms, and/or pre-existing conditions.

5. Click  **Save**.

## Run the staff screening report

1. Select **Finance**, then **Reports**.

2. Locate the **Employee Background Check** report, and click the 🐞 icon. The setup window opens.

```
Finance Reports : Employee Background Check                    📗 Return to list

Parameters

        Instructional Period   [2020-2021 School Year ▼]

                    Facility   [All...        ▼]

                  Employee   [All...              ▼]

               Active Only?   ☐

        Include All Districts?  ☐

                 ID Pattern   [SSN           ▼]

                       Type   [All...         ▼]

              Passed Failed   [All    ▼]

                 Date Range   [Custom              ▼]

                Range Begin   [8/20/2020   ] 📅

                  Range End   [            ] 📅

              Export Format   [PDF - Native        ▼]

                              [🐞 Run Report]
```

3. Complete the fields, and click 🐞 **Run Report**.

Continued on the next page.

# Contact tracing

Contact tracing is driven by the schedule and reports on contacts a student or classroom staff member has had with other students and classroom staff.

How does it work?

When run for a student, the report reviews every day in the selected date range that the student was present. It then checks the class roster for all classes for which the student was marked with some type of Present and *not* marked Absent and lists all other students in the class marked present or not marked absent plus any classroom staff associated with the classes.

When run for a staff member, it looks at every class with which the staff member was associated. It checks the class roster and lists all students marked present or not marked absent plus any classroom staff associated with the classes.

PDF vs. Excel file

The report can be generated as either a PDF or Excel file. See samples below.

The PDF report lists the name of the student or staff member in contact with the person for whom the report is run, email address, phone number, and number of contacts. For students in contact, it also lists the names of the students' primary contacts.

On the PDF report for a student, the number of contacts column displays the number of classes the student or staff member had with the student for whom the report is run. For example, a large number such as 7 probably means a student is in same homeroom as the student in question.

If run to Excel, the report lists the specific course sections that the student or staff member had with the student for whom the report is run.

## *Run the contact tracing report*

1. Select **Students**, then **Reports**.

2. Locate the **Contact Tracing** report, and click the 🦋 icon.



3. Complete the fields, selecting either Student or Staff **Contact Type**, and click 🦋 **Run Report**.

See examples of the PDF and Excel formats on the following pages.

## Contact Tracing Report PDF

**Demo District 1**
District #000001

**Contact Tracing**

2 Total Page(s)
07/27/2020
04:21:55 PM

**Parameters:**

| | |
|---|---|
| Instructional Period | 2020-2021 School Year |
| Campus | All... |
| Contact type | STUDENT |
| Student Name | |
| Date Range | 07/27/2020 - 07/27/2020 |

| Name | Contact Name | Email Address | Phone Number | # of Contacts |
|---|---|---|---|---|
| STUDENT IN CONTACT | | | | |
| | | 000001832@test.com | (214) 555-1212 | 7 |
| | | | (214) 555-1212 | 1 |
| | | 000001581@test.com | (214) 555-1212 | 1 |
| | | 000001706@test.com | (214) 555-1212 | 2 |
| | | 000001005@test.com | (214) 555-1212 | 1 |
| | | | (214) 555-1212 | 1 |
| | | | (214) 555-1212 | 1 |
| | | 000001267@test.com | (214) 555-1212 | 1 |
| | | | (214) 555-1212 | 1 |
| | | 000000991@test.com | (214) 555-1212 | 1 |
| | | 000000452@test.com | (214) 555-1212 | 1 |
| | | | (214) 555-1212 | 1 |
| | | 000000456@test.com | (214) 555-1212 | 1 |
| | | | (214) 555-1212 | 1 |
| | | 000001123@test.com | (214) 555-1212 | 1 |
| | | 000001656@test.com | (214) 555-1212 | 1 |
| | | | (214) 555-1212 | 1 |
| | | 000001727@test.com | (214) 555-1212 | 2 |
| | | 000001007@test.com | (214) 555-1212 | 1 |
| | | 000001133@test.com | (214) 555-1212 | 1 |
| | | 000001478@test.com | (214) 555-1212 | 2 |
| | | 000000583@test.com | (214) 555-1212 | 2 |
| | | | (214) 555-1212 | 1 |
| | | 000000414@test.com | (214) 555-1212 | 2 |
| | | | (214) 555-1212 | 1 |
| | | 000001749@test.com | (214) 555-1212 | 1 |
| | | | (214) 555-1212 | 2 |
| | | 000000609@test.com | (214) 555-1212 | 3 |
| | | | (214) 555-1212 | 1 |
| | | | (214) 555-1212 | 1 |
| | | | (214) 555-1212 | 1 |
| | | 000001788@test.com | (214) 555-1212 | 2 |
| | | | (214) 555-1212 | 2 |
| | | | (214) 555-1212 | 1 |
| | | 000000392@test.com | (214) 555-1212 | 1 |
| | | 000001746@test.com | (214) 555-1212 | 2 |
| | | | (214) 555-1212 | 4 |
| | | | (214) 555-1212 | 1 |
| | | 000001079@test.com | (214) 555-1212 | 1 |
| | | 000000011@test.com | (214) 555-1212 | 1 |
| | | | (214) 555-1212 | 2 |
| | | | (214) 555-1212 | 1 |
| | | 000001479@test.com | (214) 555-1212 | 1 |
| | | | (214) 555-1212 | 1 |
| | | 000001542@test.com | (214) 555-1212 | 1 |
| | | 000001867@test.com | (214) 555-1212 | 1 |
| | | 000000569@test.com | (214) 555-1212 | 1 |
| | | 000001052@test.com | (214) 555-1212 | 2 |
| | | 000000990@test.com | (214) 555-1212 | 1 |

*NOTICE: This report may contain information that is privileged, confidential and/or exempt from disclosure under applicable law.*

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**Demo District 1**
District #000001

**Contact Tracing**

07/27/2020
04:21:55 PM

| Name | Contact Name | Email Address | Phone Number | # of Contacts |
|---|---|---|---|---|
| | | 000001786@test.com | (214) 555-1212 | 1 |
| STAFF IN CONTACT | | | | |
| | | 000010246@test.com | (214) 555-1212 | 1 |
| | | 000010043@test.com | (214) 555-1212 | 1 |
| | | 000010093@test.com | (214) 555-1212 | 1 |
| | | 000009359@test.com | (214) 555-1212 | 2 |
| | | 000000114@test.com | (214) 555-1212 | 1 |
| | | 000001485@test.com | (214) 555-1212 | 1 |

## Contact Tracing Report Excel file

| ContactType | CalendarDate | Name | Course | SectionNumber | ContactName | PrimaryEmail | PrimaryPhone |
|---|---|---|---|---|---|---|---|
| STUDENT | 07/27/2020 | | 03102510 - College Prep Math | 05 | | | (214) 555-1212 |
| STUDENT | 07/27/2020 | | 03102510 - College Prep Math | 05 | | 000001581@test.com | (214) 555-1212 |
| STUDENT | 07/27/2020 | | 03102510 - College Prep Math | 05 | | 000001706@test.com | (214) 555-1212 |
| STUDENT | 07/27/2020 | | 13020600 - Anatomy and Physiology | 03 | | 000001706@test.com | (214) 555-1212 |
| STUDENT | 07/27/2020 | | 13020600 - Anatomy and Physiology | 03 | | 000001005@test.com | (214) 555-1212 |
| STUDENT | 07/27/2020 | | 03102510 - College Prep Math | 05 | | | (214) 555-1212 |
| STUDENT | 07/27/2020 | | 03102510 - College Prep Math | 05 | | | (214) 555-1212 |
| STUDENT | 07/27/2020 | | 00000001A - STUDY HALL 1 | 02A | | 000001267@test.com | (214) 555-1212 |
| STUDENT | 07/27/2020 | | 00000001A - STUDY HALL 1 | 02A | | | (214) 555-1212 |
| STUDENT | 07/27/2020 | | 13020600 - Anatomy and Physiology | 03 | | 000000991@test.com | (214) 555-1212 |
| STUDENT | 07/27/2020 | | 13020600 - Anatomy and Physiology | 03 | | 000000452@test.com | (214) 555-1212 |
| STUDENT | 07/27/2020 | | 12701300 - Career Preparation | 07 | | | (214) 555-1212 |
| STUDENT | 07/27/2020 | | 13020600 - Anatomy and Physiology | 03 | | 000000456@test.com | (214) 555-1212 |
| STUDENT | 07/27/2020 | | 03330100 - GOVT | 01-1 | | | (214) 555-1212 |
| STUDENT | 07/27/2020 | | 13020600 - Anatomy and Physiology | 03 | | 000001123@test.com | (214) 555-1212 |
| STUDENT | 07/27/2020 | | 12701300 - Career Preparation | 07 | | 000001656@test.com | (214) 555-1212 |
| STUDENT | 07/27/2020 | | 03102510 - College Prep Math | 05 | | | (214) 555-1212 |
| STUDENT | 07/27/2020 | | 03220400 - ENG IV | 06 | | 000001727@test.com | (214) 555-1212 |
| STUDENT | 07/27/2020 | | 12701300 - Career Preparation | 07 | | 000001727@test.com | (214) 555-1212 |
| STUDENT | 07/27/2020 | | 13020600 - Anatomy and Physiology | 03 | | 000001007@test.com | (214) 555-1212 |
| STUDENT | 07/27/2020 | | 03330100 - GOVT | 01-1 | | 000001133@test.com | (214) 555-1212 |
| STUDENT | 07/27/2020 | | 13020600 - Anatomy and Physiology | 03 | | 000001478@test.com | (214) 555-1212 |
| STUDENT | 07/27/2020 | | 03102510 - College Prep Math | 05 | | 000000583@test.com | (214) 555-1212 |
| STUDENT | 07/27/2020 | | 12701300 - Career Preparation | 07 | | 000000583@test.com | (214) 555-1212 |