

Hudson Valley Community College  
COVID-19 Health Screening Process  
Revision Date 08/26/2020

To prevent the spread of COVID-19 on the college has implemented a health screening and contact tracing process. As required by the New York State, all individuals must complete the health screening process prior to being admitted to campus each day.

Individuals **should not report** to campus if they have:

- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;
- Tested positive for COVID-19 in the past 14 days;
- Experienced any symptoms of COVID-19 in the past 14 days;
- Traveled internationally or traveled to/from a restricted state under [New York State's COVID-19 Travel Advisory](#) in the past 14 days.

***A) On-site process for screening and temperature checks***

When arriving on campus, all employees, students, contractors and visitors will be directed to a screening and scanning station. The campus will have one or more designated access points and screening stations; refer to the [COVID-19 Health Screening webpage](#) for a current list of hours and locations.

1. Individuals must wear a face covering at all times when in common or shared indoor spaces and when within six feet of others outdoors. Face coverings are required to be worn when approaching a screening point and throughout the screening process. The screener will provide a face mask for individuals who arrive on campus without one.
2. The COVID-19 screening questionnaire must be completed daily by all individuals coming to campus. It can be completed online prior to arriving on campus. Those who have completed the questionnaire should show their phone or device with "complete" designation and a date stamp via screen capture or email, to expedite the process. To minimize contact, we strongly encourage all individuals to complete the form electronically before coming to campus if they are able to do so. Those who do not have access to mobile devices will be assisted in completing the process upon arrival at the screening station.
3. All individuals will have their temperature taken with an infrared thermometer at the screening station. Those with a temperature of 100.4 degrees F or greater, or whose questionnaire responses indicate illness or exposure, will NOT be allowed on campus; they will be sent home with instructions on how to proceed.
4. Color-coded wristbands will be provided to those approved to enter campus once the screening and temperature scanning is complete. These must be worn throughout the entire time an individual is on campus. New wristbands will be issued each day. Any employees or students on campus without a wristband will be directed to a screening station for screening.

Please follow all posted signage when approaching screening stations. Building access will be limited to specific entrances in order to direct visitors to screening stations upon arrival. In addition, the Williams Access Road to campus will be closed for the fall semester, and North Road access will be limited. These measures are in place to direct traffic coming onto campus to screening stations.

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**B) Screening Questionnaire**

To facilitate contact tracing, all individuals must provide the following information:

- First and last name
- Date of birth
- Phone number
- Student/Employee/Visitor/Contractor status
- Location on campus (office or classroom)

**COVID-19 Symptoms**

Please take a moment to review the following links before answering the next questions:

- [Review the list of COVID-19 symptoms](#)
- [Check the current list of NYS Restricted States that require quarantine](#)
- [COVID-10 Travel Recommendations by Destination](#)

**Within the last 14 days have you: \***

	Yes	No
Had any COVID-19 symptoms?	<input type="radio"/>	<input type="radio"/>
Had a positive COVID-19 test?	<input type="radio"/>	<input type="radio"/>
Had close contact with confirmed or suspected COVID-19 cases?	<input type="radio"/>	<input type="radio"/>
Traveled internationally or to a state on the NYS Restricted States list?	<input type="radio"/>	<input type="radio"/>

Submit

Assessment responses will be forwarded electronically to the office of Human Resources, to Health Services and to the technical assistant for administration.

Individuals who have symptoms or answered yes to one of the questions above while on campus will be asked to go home and given further instructions. They will not be permitted on campus.

Note: Travelers arriving from a state with widespread community transmission of COVID-19 will be required to quarantine for 14 days upon entering New York State. An up-to-date list of affected states is available on the [New York State Coronavirus Travel Advisory webpage](#). Currently, New York State does not require a mandatory 14-day quarantine for international travelers. However, Hudson Valley Community College requires that **all faculty, staff, students, visitors and contractors remain off campus for 14 days after returning from any international travel or after traveling from a U.S state on the New York State list for required quarantine**. Anyone who has traveled internationally or to a designated state must also contact [College Health Services](#) at (518) 629-7468 or [healthservice@hvcc.edu](mailto:healthservice@hvcc.edu) for guidance before returning to campus. Full details are available in the Travel Protocols document, which can be found on the college's [COVID-19 Re-Occupancy Safety Plan webpage](#).

CDC Links

- [Face Coverings](#)
- [Washing Face Coverings](#)
- [Gloves](#)
- [COVID-19 Travel Recommendations by Country](#)

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***C) Directives For Individuals Who Are Asked To Go Home***

**Please follow these directives closely!** Any individual who came to campus while sick or became sick while on campus should tell their supervisor or professor and go home immediately, then contact [Health Services](#) at 518-629-7468 or [healthservice@hvcc.edu](mailto:healthservice@hvcc.edu).

A nurse from Hudson Valley's Health Services office will communicate with you via a Zoom health appointment or telephone interview to answer questions and provide guidance on the need for further care, testing, and contact tracing, and to advise you on communicating with the appropriate health department. Free testing for COVID-19 is available by calling the New York State COVID-19 Hotline at 1-888-364-3065. In addition to communicating with Hudson Valley's Health Services office, you may also wish to communicate with your primary care provider for symptom-based supportive therapy.

When to Seek Emergency Medical Attention

Look for [emergency warning signs\\*](#) for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

\*This list does not include all possible symptoms. Please call your medical provider about any other symptoms that are severe or concerning to you.

**When seeking care for COVID-19-related symptoms, call 911 or call ahead to your local emergency facility and notify the operator that you are seeking care for someone who has or may have COVID-19.**

Please note: Employees may not return to work without completing the "Return to Work" process. Health Services will refer to the New York State Department of Health's "[Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#)" when determining employee and student eligibility to return to work or class after they have been suspected or confirmed to have COVID-19, or after they have had close or proximate contact with a person with COVID-19.

**Resources**

Rensselaer County Health Department COVID-19 questions: [coronainfo@rensco.com](mailto:coronainfo@rensco.com) or RCDOH COVID-19 Hot line (518) 270-0450

CDC Coronavirus (COVID-19) information: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

New York State COVID-19 information: <https://coronavirus.health.ny.gov/home>