

Capital District Educational Opportunity Center

COVID-19 Screening Process Implementation

Revision Date: July 20, 2020

To prevent the spread of COVID-19, the EOC, in cooperation with Hudson Valley Community College, has implemented a health screening and contact tracing process (see #2 below for screening details).

The COVID-19 screening questionnaire can be completed online or in person at the time of arrival. We strongly encourage you to complete the survey online if you are able to as it will make the check-in process quicker for you when you arrive. The form can be found online by visiting www.hvcc.edu/programs/eoc/coronavirus-health-screening.html. If for any reason you are unable to complete the form in advance, the screening can be completed when you arrive on site.

Once you complete the screening online, you will receive an email confirmation. Using a smart phone or other device, show this email (or a screenshot of this email) to the security guard at the health screening station. Please note that the date on the email must match today's date. Again, to minimize contact, we strongly encourage all individuals to complete the form electronically if they are able to do so.

As required by New York State, all individuals must complete the health screening process prior to being admitted to the EOC each day.

Individuals should NOT report to the EOC 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;
- Awaiting COVID-19 test results;
- Traveled to a state on the NYS Restricted States list in the past 14 days.

On-site process for entering, screening and temperature checks

- a. When arriving to the EOC, employees, students, contractors and visitors will need to come to the front door.
 - i. If there is no one else waiting, please buzz the door for entry.
 - ii. If someone is already waiting, please make sure you practice social distancing while you wait your turn to press the buzzer/enter.
 - iii. The receptionist will answer the buzzer, and ask your reason for coming to the EOC and if you have an appointment. If you are coming to the EOC for any reason other than Enrollment Services or for a scheduled appointment, the receptionist will provide you with instructions on how to contact the department you need to reach over email or phone.
 - b. Only one person/family/group will be allowed in the lobby screening area at a time. All members of this group should stay together at all times. Any adult that does not need to be with the person the EOC is doing business with will be asked to wait outside (weather permitting). Children will be permitted to enter at the same time as the person they are with.
 - c. Face coverings are required to be worn when entering the EOC and at all times while inside the EOC. Failure to do so may result in you being asked to leave the EOC.
- **Upon being buzzed in, employees, students, contractors, and all other visitors will proceed directly to the health screening station to begin the health screening questionnaire and process. This station is located immediately as you enter the EOC. You will have your temperature taken at this health station.**

Screening Questionnaire

For the health screening, **you will have your temperature taken** upon arrival at the EOC. You will be asked:

- In the last 14 days did/or do you have any of these symptoms:
 - Shortness of breath, cough, sore throat, body aches/muscle aches, fever of 100.4 or higher, fatigue, loss of taste or smell, headaches, congestion or runny nose, nausea or vomiting?
- Did you have a positive COVID-19 test in the past 14 days?
- Did you come in close contact with a confirmed or suspected COVID-19 case in the past 14 days?
- Have you traveled to a state on the NYS Restricted States list in the past 14 days?
- Do you currently have a fever (100.4 degrees F or greater)?

To help with potential contact tracing, all individuals must provide the following information:

- First and last name
- Date of birth
- Phone number
- Student/Employee/Visitor/Contractor status
- Area within the EOC that you will be visiting

Those with a temperature of 100.4 degrees F. or greater, or whose questionnaire responses indicate illness or exposure, will NOT be allowed beyond the screening station. They will be sent home with instructions on how to proceed. Questionnaire responses will be forwarded electronically to the office of Human Resources, to Health Services and to the technical assistant for administration.

After successfully completing the health screening:

- You will be issued a wrist band and allowed to enter the EOC.
 - Please wear this wristband the entire time you are inside the EOC.
 - The wristband is only good for the day of your visit, and the color of the wrist band will change each day.
- Please proceed directly to the receptionist to state the reason for your visit and to receive other check-in information relevant to your visit.

Instructions for Individuals Who Are Asked to Go Home

Please follow these directives closely!

Any individual who came to the EOC while sick or became sick while on EOC site, should tell their supervisor (if a staff person) or instructor (if a student) and go home immediately, then contact Hudson Valley Community College's Health Services office at (518) 629-7468 or healthservice@hvcc.edu.

A nurse from the college'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 the college's Health Services office, you may also wish to communicate with your primary care provider for symptom-based supportive therapy.

Note: Employees may not return to work without completing the "Return to Work" process. Health Services will follow the guidance provided by the NYSDOH on discontinuing quarantine when determining eligibility to return to the EOC.

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.

Resources

- Rensselaer County Department of Health (RCDOH) COVID-19 questions: coronainfo@renesco.com or RCDOH COVID-19 Hotline (518) 270-0450
- CDC Coronavirus (COVID-19) information: www.cdc.gov/coronavirus/2019-ncov/
- NYS COVID-19 webpage: <https://coronavirus.health.ny.gov/home>