

**SUNY DOWNSTATE HEALTH SCIENCES UNIVERSITY/ UNIVERSITY HOSPITAL OF BROOKLYN  
POLICY AND PROCEDURE**

**No. HR-28C**

**Subject:** COVID-19 Screening Protocol  
For Employees and Students

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**Prepared by:** Coronavirus Subcommittee

**Original Issue Date**      7/2020

**Supersedes:**                **NEW**

**Effective Date:**            7/2020

**The JC Standards: HR.01.01.01 EP 5**

Staff comply with applicable health screening as required by law and regulation or hospital policy

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**Committee Approval:**  
Executive Performance Improvement Council(EPIC)  
Medical Executive Committee (MEC)

**Issued by: Regulatory Affairs**

**I. PURPOSE**

To define the COVID-19 screening process for employees and students for entrance to campus buildings.

**II. PROCESS**

SUNY Downstate Health Sciences University utilizes a symptom-based strategy to determine eligibility for campus entrance for all employees and students. The Centers for Disease Control deems symptom-based strategy as one of the two accepted methods for screening, the other being a test-based strategy. University Hospital of Brooklyn Epidemiology considers the symptom-based strategy the superior method and has implemented this strategy.

All entrants who screen negative will be permitted access must wear a face mask/covering at all times, except when alone in a private office. Personal protective equipment (PPE) guidance has been established and distributed for reference (see attached).

Screening questions and contactless infrared thermometers will be utilized at entrances to screen employees and students. The screening queries pertain to:

- recent exposure to a COVID-19 positive individual (outside of UHB)
- cough (new)
- difficulty breathing
- fever in past 14 days

### III. PROCEDURES/GUIDELINES

Since the Centers for Disease Control and New York State Department Of Health screening guidelines for temperature threshold are subclinical for fever, the recorded reading can be affected by physical exertion or outdoor temperature. Therefore, anyone with an initial reading of  $\geq 100.0^{\circ}$  F will be asked to wait briefly to be scanned a second time.

Anyone with two temperature measurements  $\geq 100.0^{\circ}$  F on the same screening presentation, will be denied access and instructed to:

1. Proceed to either Student and Employee Health Services or the Emergency Department, depending on the time of day.
2. Communicate to the following supervisor or authority that they were denied entrance during the screening process and instructed to report to SEHS or the ED:
  - a. Employees must notify their immediate supervisor
  - b. Students must inform the Office of Student Affairs via email to [studentaffairs@downstate.edu](mailto:studentaffairs@downstate.edu)
3. The Governor's Office has announced that the State will guarantee two (2) full weeks of paid leave for all State workers who meet the criteria for eligibility under a quarantine order due to COVID-19.<sup>1</sup> Employees who meet these criteria will not have to charge accruals during the time taken off work for quarantine. This applies to all State employees, regardless of Civil Service classification, bargaining, unit, and regardless of status

An instructional sheet will be issued to employees and students who are denied entrance (see attached).

If the temperature reading was  $<100^{\circ}$ F but the employee/student answered in the affirmative to one or more of the screening questions, the examining clinician in Student and Employee Health Services or the Emergency Department will determine:

1. If normal activities can be resumed:
  - a. the employee can report to their shift
  - b. the student can resume academic activities
2. If the employee/student will be sent home for the day and instructed to report for their next scheduled shift or next scheduled academic day.
3. If, for a second consecutive screening, an employee/student has a temperature reading of  $\geq 100.0^{\circ}$  F, they will be **required** to report to EHS on the next business day (M-F, 8A-4P) for evaluation.
4. If the employee/student is exhibiting active COVID-19 symptoms and quarantine is required.

All employees and students who are COVID-19+ or person under investigation must be cleared by Student and Employee Health Services prior to returning to work (see attached policy).

The name and ID NUMBER of all students and employees who screen positive will be entered into a log by the screeners. The log contains:

- Name
- Department/school
- Response to screening questions
- Refusal to participate

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<sup>1</sup> "Guidance on Employee Quarantine Novel Coronavirus (COVID-19)." M. Volforte, Director of GOER. March 11, 2020

The logs from each entrance will be collected and scanned to Student and Employee Health Services daily at 8 AM, Monday – Friday.

Student and Employee Health Services will reconcile the entrance logs to confirm that each documented employee/student reported to the Student and Employee Health Services or Emergency Department as instructed, and to indicate the corresponding follow-up action for each student/employee.

Student and Employee Health Services shall notify the direct supervisor or Student Affairs if an employee/student has been instructed to remain home, with the number of days indicated.

#### **IV. RESPONSIBILITIES**

##### **Noncompliance**

###### **A) Employees:**

###### **1) Refusal to participate in the screening process:**

Employees are REQUIRED to be screened for COVID-19 on entrance to any campus building.

If an employee refuses to participate in any aspect of the screening process, they will be refused entry, and their name recorded in the log.

The employee will be instructed to inform their supervisor that they were denied entry because of noncompliance with the screening process.

They will be referred to the Department of Human Resources and the Office of Employee and Labor Relations as part of the Student and Employee Health Services reconciliation process.

###### **2) Refusal to report to Student and Employee Health Services or the Emergency Department as instructed:**

Any employee who was instructed but failed to report to Student and Employee Health Services or the Emergency Department, shall be referred by Student and Employee Health Services as part of the reconciliation process to Department of Human Resources and the Office of Employee and Labor Relations for further administrative action; including, but not limited to, dismissal Department of Human Resources and the Office of Employee and Labor Relations.

###### **B) Students:**

###### **1) Refusal to participate in the screening process:**

Students who are participating in on-campus or clinical experiences are REQUIRED to be screened for COVID-19 on entrance to any campus building.

If the student refuses, they will be unable to participate in any clinical or educational activity and will be instructed to inform the Office of Student Affairs that they were denied entry because of noncompliance with the screening process.

A student who is unable to participate in clinical or educational activities will be referred to the Office of Academic Affairs for resolution, up to and including being placed on a leave of absence.

**2) Refusal to report to Student and Employee Health Services or the Emergency Department as instructed:**

Students who fail to report a positive screen to Student Affairs or fail to report to Student and Employee Health Services or the Emergency Department as instructed shall be placed on an immediate leave of absence until they are cleared by Student and Employee Health Services and Student Affairs to return to their academic activities. You don't get put on a LOA for missing one day of classes...

Date Reviewed	Revision Required (Circle One)		Responsible Staff Name and Title
7/2020	(Yes)	No	Coronavirus Subcommittee
	Yes	No	
	Yes	No	

### On-Site Screening Rev 07-07-20

- Screening is mandatory for all who enter SUNY Downstate Health Sciences University
- Patients will be redirected to enter either 445 Lenox Road or 470 Clarkson Avenue

All who enter SUNY Downstate Health Sciences University will be subject to a screening process which includes answering questions about symptoms and checking for a temperature  $\geq 100.0^{\circ}\text{F}$  ( $100.0^{\circ}$  temperature threshold as per CDC guidelines).

- ✓ All who enter MUST wear a FACE COVERING
- ✓ **No one with a temperature reading of  $\geq 100.0^{\circ}\text{F}$  will be permitted access, except that some patients seeking medical attention may enter as follows:**

Temperature readings are not 100% accurate and an elevated temperature is not a **definitive** indicator of **COVID-19**.

#### **If you are a PATIENT and have a scheduled appointment with your Primary Care Physician (PCP):**

However, since you have a reading of greater than  $\geq 100.0^{\circ}\text{F}$  you are instructed to follow the steps below:

- Keep your face covering on
- You will be escorted to your appointment

#### **If you are a PATIENT and have a scheduled appointment for a Specialty Clinic, Infusion Center, STAR, Surgical Procedure or a Medical Procedure (Radiology, Cardiology, Epilepsy Admission):**

- You will NOT be permitted to proceed to the procedural area
- We will notify the procedural area that you were not permitted entry and you will be rescheduled
- We also recommend that you follow up with a medical provider: either your PCP, schedule a UHB Telehealth appointment at (718) 270-7207, schedule an ED Telehealth visit at <https://www.downstate.edu/uhb/patient-info/telemed.html>, or go to the UHB ED or further evaluation.
- You must report to SEHS/ED, depending on the time of day you must report but the 1<sup>st</sup> sentence is you may go to the ED. This bullet should be 1<sup>st</sup>.

#### **If you are an EMPLOYEE/STUDENT:**

- All employees must notify their immediate supervisor if denied entrance as a result of the screening process
- Students must inform the Office of Student Affairs via email [studentaffairs@downstate.edu](mailto:studentaffairs@downstate.edu) if denied entrance as a result of the screening process

#### **If you are a VISITOR:**

- You will not be permitted access
- We also recommend that you follow up with a medical provider: either your PCP, schedule a UHB Telehealth appointment at 718.270.7207, schedule an ED Telehealth visit at <https://www.downstate.edu/uhb/patient-info/telemed.html>, or go to the UHB ED for further evaluation.

THE ORDER OF THE BULLETS FOR THE EMPLOYEE AND STUDENT SECTIONS SHOULD BE THE SAME;  
NO ACCESS; NOTIFY, REPORT TO ED OR EHS, WE ALSO RECOMMEND.

## Personal Protective Equipment

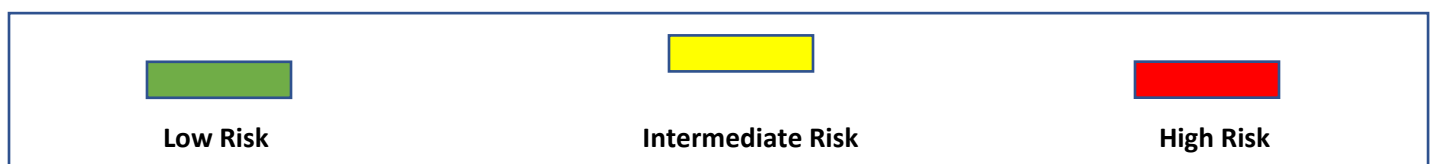
- Masks with valves are NOT PERMITTED to be worn by anyone in the facility
- Booties or caps/bonnets MAY NOT BE WORN as part of PPE garb outside of OR/procedural areas<sup>1</sup>
- Staff with facial hair or who are unable to wear an N95 respirator, will be issued a PAPR mask, per hospital policy
- Hand washing practices should be rigorously adhered to before and after every clinical encounter

<b>UHB HEALTH CARE PERSONNEL IN CLINICAL AREAS (Inpatient or Outpatient)</b>		
Not engaged in direct patient care activities (i.e. passing through units, meeting with colleagues, charting or reviewing EMR, making phone calls etc.)		<ul style="list-style-type: none"> <li>• Ear loop mask</li> </ul>
<b>DIRECT PATIENT CONTACT WITH PATIENTS <u>NOT</u> SUSPECTED OF COVID-19</b>		<ul style="list-style-type: none"> <li>• Ear loop mask + Eye protection (i.e., face shield or goggles)</li> </ul>
<b><u>ALL AEROSOL-GENERATING PROCEDURES</u> (i.e., intubation, nebulizer tx, tracheal suctioning, obtaining nasopharyngeal specimens) use Transmission-Based Precautions. No exceptions.</b>		<ul style="list-style-type: none"> <li>• <b>N95 + Eye Protection + Gown + Gloves</b></li> </ul>
<b>DIRECT PATIENT CONTACT<sup>1</sup> WITH COVID-19+/PUI</b>	<b>Engaged in hands-on activity or activity that requires sustained close proximity (≤ 6' for ≥ 10 minutes) with COVID-19 + patients / PUIs AND potential for exposure to body fluids/secretions<sup>3</sup></b>	<ul style="list-style-type: none"> <li>• <b>N95 + Eye Protection + Gown + Gloves</b></li> </ul>
<b>ED/NS24/NS33/Stepdowns<sup>2</sup></b>	<b>All times Direct COVID-19 +/PUI care</b>	<ul style="list-style-type: none"> <li>• <b>N95 + Eye Protection</b></li> <li>• <b>N95 or equivalent + Eye Protection+ Gown+ Gloves</b></li> </ul>
<b>OTHER SERVICES</b>		
<b>EVS</b>	<b>In patient rooms with COVID-19+ or PUIs ENHANCED PRECAUTIONS</b>	<ul style="list-style-type: none"> <li>• Ear loop mask + Eye Protection + Gown</li> </ul>
<b>Vendors/Contractors</b>	<b>In patient rooms with COVID-19+/PUI</b>	<ul style="list-style-type: none"> <li>• Ear loop mask + Eye Protection + Gloves</li> </ul>
<b>ALL PERSONNEL</b>		
<b>OFFICES/CORRIDORS/CONGREGATE SETTINGS</b>	<b>With interactions with other employees or public, all parties must wear a mask at all times</b>	<ul style="list-style-type: none"> <li>• Ear loop mask</li> </ul>
<b>NON-UHB PERSONNEL</b>		
<b>All Activities</b>	<b>All times, in all public and congregate spaces</b>	<ul style="list-style-type: none"> <li>• Ear loop mask</li> </ul>

<sup>1</sup>Direct contact refers to "hands on" contact with patients or equipment AND may be performed both by clinical & ancillary staff.

<sup>2</sup>Open clinical areas where aerosol-generating procedures may occur without the use of an airborne infection isolation room or HEPA filter.

\*PPE use should always be based on a thorough risk assessment.



Centers for Disease Control and Prevention. (2020). Healthcare Infection Prevention and Control FAQs for COVID-19. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-faq.html>