

# Suffolk County Community College College Brief

NO. 154      August 19, 2020

TO:            The College Community

FROM:        Louis J. Petrizzo, Esq.  
Interim President

SUBJECT:    Updated List of Questions to Appear in the Daily Health Screening  
Questionnaire

As previously shared with the community, all of our communications during the pandemic are subject to change as new information, guidance and/or direction from the State of New York or the Governor's Office is shared.

On July 17<sup>th</sup>, College Brief #148 provided the college community with details regarding the confidential return-to-work health screening questionnaire that everyone must submit every day, prior to arriving for work on campus.

We have recently been advised of several changes, that require us to implement modifications to this screening questionnaire. These modifications stem from the following:

- 1) We have rewritten the first question to ascertain whether an employee is experiencing any onset of new COVID-related symptoms.
- 2) We have modified the third question after receiving input from many first responders, who are also College employees, indicating that their external work in the field has the potential to bring them into close contact with confirmed or suspected cases of COVID-19, but with the use of mandated Personal Protective Equipment (PPE). These individuals shared that their use of mandated PPE should be factored into the question so that they could respond with "no".
- 3) We received an updated directive from the State of New York and SUNY that requires all individuals who return from travel to a restricted state or territory that appears on New York's Restricted States list to, upon their return to New York State, complete the NYS online traveler health form (<https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form>), and must also complete isolation and quarantine requirements as then directed. The Restricted States list is being updated frequently and is available on the NYSDOH website: <https://coronavirus.health.ny.gov/covid-19-travel->

[advisory](#). We encourage you to regularly check this list throughout the semester if you are planning any out-of-state travel.

In consideration of these changes, please preview the revised questionnaire that will now be presented for your response **effective Monday, August 24, 2020**.

## COVID-19 EMPLOYEE RETURN-TO-WORK QUESTIONNAIRE

As part of the College's efforts to maintain a safe workplace during the COVID-19 pandemic, employees must complete and return this form before being given access to come onto the campus, until further notice. Your responses on this form are necessary to assist us in mitigating the risk of COVID-19 exposure in the workplace.

This form must be completed and submitted before you come to campus each day. If you answer "yes" to any of these questions, you will not receive clearance to come to campus and will be instructed to contact the Office of Human Resources before you will be permitted to come to campus. If you answer "no" to all of these questions, you will receive an email clearing you to come to campus. You will be required to show this clearance to the College Public Safety Officer before you will be permitted to enter campus.

If you are scheduled to come to work on campus and are experiencing any symptoms of COVID-19, do not come to campus and contact your supervisor and the Office of Human Resources immediately at 631-451-4239 or via email at [avphr@sunysuffolk.edu](mailto:avphr@sunysuffolk.edu).

**This questionnaire must be completed before you come to campus.  
Please note you can only complete it once a day.**

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### **Question 1 In the past 14 days have you developed any new COVID-19-related symptoms listed below?**

- . Fever or 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
- . Diarrhea

Response 1 Please Choose Yes No

### **Question 2 Have you tested positive for COVID-19 within the past fourteen (14) days?**

Response 2 Please Choose Yes No

### **Question 3 Have you had close contact with any confirmed or suspected cases of COVID-19 within the past fourteen (14) days?**

*Note 3a: close contact is defined by Suffolk County Department of Health as being within 6 feet of a person displaying COVID-19 symptoms or someone who has tested positive for COVID-19 for a prolonged period of time, 10 minutes or more. A close contact may be less than 10 minutes if someone who has tested positive coughed or sneezed on you.*

*Note 3b: Employees who are first responders and healthcare providers outside the College, please answer this question taking into account your use of mandated personal protective equipment (PPE) and other COVID-19-related precautions for these professions. While you are performing your outside duties as a first responder or frontline medical staff, please be vigilant for any potential lapses or breaches of such protocols and complete this question to reflect any potential exposure. If you have questions about these instructions, please contact Human Resources.*

Response 3 Please Choose Yes No

**Question 4 Have you traveled internationally or to any state within the U.S. within the last fourteen (14) days that is on the "Restricted States" list issued by the NYS Department of Health as part of the Executive Order 205 COVID-19 Travel Advisory?** The Restricted States list is being updated frequently and is available on the NYS Department of Health website: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>. If you answer 'yes' to this question, New York State requires all travelers entering the state from designated states or territories to complete the following online traveler health form to determine whether a 14-day precautionary quarantine is required: <https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form>. You are required to provide Human Resources with a copy of the confirmation of submission of this online traveler health form. If you are advised that you are subject to a quarantine requirement, you must notify Human Resources, and Human Resources will inform you when you can return to campus.

Response 4 Please Choose Yes No  
Submit

Bottom of Form

You will continue to be able to complete the questionnaire using a mobile device, such as a phone. Access to the Employee Daily Health Screening questionnaire can be completed by accessing the link placed on the College's Coronavirus webpage or the link placed on the College's home page under the Quick Link pull-down menu.

The remaining procedures related to the questionnaire remain unchanged. Upon completion of the questionnaire, employees whose responses indicate no risk of COVID-19 exposure, will receive an email permitting them to come on campus that day. Conversely, employees whose responses indicate a risk of COVID-19 exposure, will receive an email advising them that they do not have clearance to come on campus that day and that they should contact the Office of Human Resources immediately for follow-up.

Employees who do not complete the daily health assessment will not be permitted to enter campus and will be instructed to complete the health screening questionnaire before they can enter campus.

Please note that all procedures and communications remain fluid. As circumstances change, College procedures and communications will change, so please stay alert to these messages.