

# Suffolk County Community College

## College Brief

NO. 148      July 17, 2020

TO:            The College Community

FROM:        Louis J. Petrizzo, Esq.  
                Interim President

SUBJECT:    Details Regarding the Daily Health Screening Requirement for On-Campus Employees

The Return to Work Guidelines indicate that employees are required to complete a confidential return-to-work health screening questionnaire **every day, prior to arriving for work on-campus, starting on July 27, 2020**. At this time, a screen shot of the screening questionnaire is being made available to you for preview (please see below), so that you can become familiar with the form before having to submit the questionnaire.

The screening questionnaire asks a series of five questions that enable employees to self-report whether they are experiencing any known symptoms of COVID-19, whether they have had close contact with any suspected or confirmed cases of COVID-19 in the 14 preceding days, and whether they have tested positive for COVID-19 within the 14 preceding days.

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 (please see sample email below). 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 (please see sample email below).

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. The questionnaire can be completed from a mobile device, such as a phone, so you can park your vehicle in a safe location and complete the questionnaire from your mobile device in order to enter campus.

Here is how the screening process will work:

1. A live link to the screening questionnaire will be placed on the Coronavirus webpage starting on Monday, July 27<sup>th</sup>.
2. To access the screening questionnaire, employees will be required to login.
3. Each day, prior to coming into work, employees will login and complete the questionnaire by using a simple pull-down menu that enables employees to answer “yes” or “no” to each question. Employees can use any device, including their phone, to complete this task.
4. Once submitted, employees who receive an email permitting them to come on campus that day should save a copy of the email on their mobile device or print a hard copy of the email. This email communication, along with a copy of your College ID must be shown to the Public Safety Officer on duty when arriving to enter the campus.
5. Employees who are advised that they do not have clearance to come on campus, must contact the Office of Human Resources at 631-451-4239 or via email at [avphr@sunysuffolk.edu](mailto:avphr@sunysuffolk.edu) for follow-up.
6. Please note, that the health screening assessment can only be taken once a day and employees who submit a questionnaire will not be permitted to take it again until the next work day.



## 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.**

Logged in as [username]

**Question 1** Are you currently experiencing or have you recently experienced one or more of the following symptoms?

- 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 ▾

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

**Response 2** Please Choose ▾

**Question 3** Have you had close contact with any persons who have tested positive for COVID-19 within the past fourteen (14) days?

*Note: 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.*

**Response 3** Please Choose ▾

**Question 4** Have you had close contact with any persons who have displayed symptoms of COVID-19 or persons with suspected cases of COVID-19 within the past fourteen (14) days?

*Note: 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.*

**Response 4** Please Choose ▾

**Question 5** 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>.

**Response 5** Please Choose ▾

Submit

Start Over



**[EXTERNAL]COVID-19 Employee Return-To-Work Questionnaire Response for 07/09/2020**



noreply@sunysuffolk.edu

Thursday, July 9, 2020 at 11:55 AM

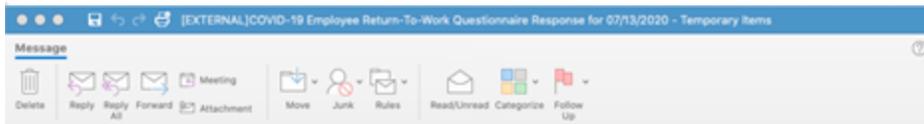
To: [Redacted]

[CAUTION] - External mail.

[Full Name] is APPROVED to come to the SCCC campus.

Approved Date: 07/09/2020.

You will be instructed to show a copy of this email to Public Safety upon entering campus. Please print a copy of this email or have an electronic copy available on your mobile device.



**[EXTERNAL]COVID-19 Employee Return-To-Work Questionnaire Response for 07/13/2020**



noreply@sunysuffolk.edu

Monday, July 13, 2020 at 12:12 PM

To: [Redacted]

[CAUTION] - External mail.

[Full Name] is DISAPPROVED to come to the SCCC campus.

Disapproved Date: 07/13/2020.

You must contact the Office of Human Resources at 631-451-4239 or via email at [avphr@sunysuffolk.edu](mailto:avphr@sunysuffolk.edu) before you will be permitted to come to any SCCC campus.