Keeping the Upstate Community Safe

WHAT YOU NEED TO KNOW

JUNE 2020

Symptoms of Coronavirus

❑ Symptoms appear in 2 – 14 days after exposure

❑ General symptoms

   ❑ Fever

   ❑ Coughing

   ❑ Trouble breathing

❑ There have also been cases of chills, aches, sore throat, running nose and loss of smell and/or taste

❑ For the latest symptoms visit: coronavirus.health.ny.gov

Daily Staff Screening

To ensure the safety of staff and patients, Upstate will conduct daily screening of all staff at points of entry.
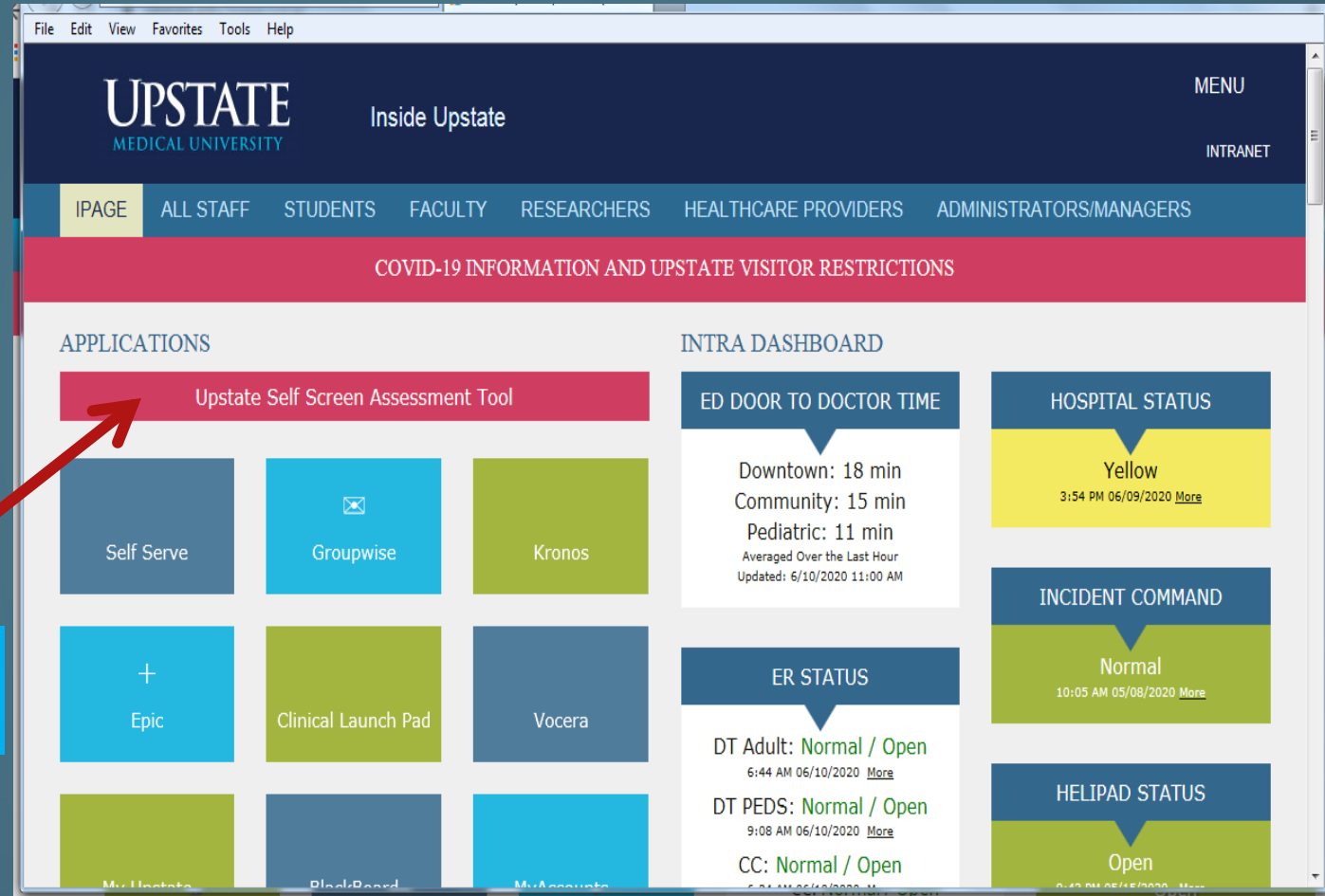
- ❑ All staff will be screened daily
- ❑ Screening will take place at both hospital and ambulatory locations
- ❑ Self-screening tool available to expedite entry (see next slide)

Daily Staff Screening Tool

The self-screening tool can be accessed via the IPAGE.
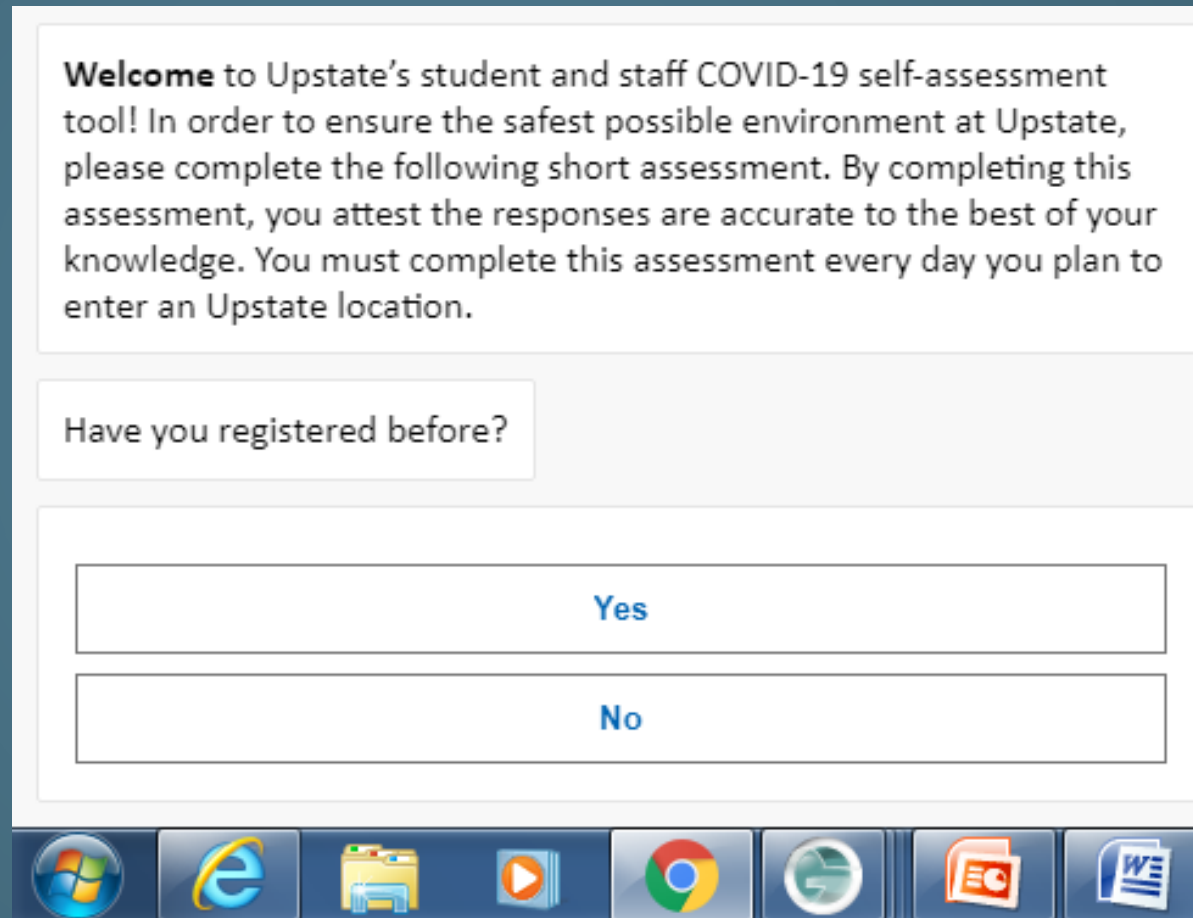
This needs to be done each work day.

Assessment tool access

Daily Staff Screening Tool

The first time you use the screening tool will require you to register. After, you can access by following the Instructions

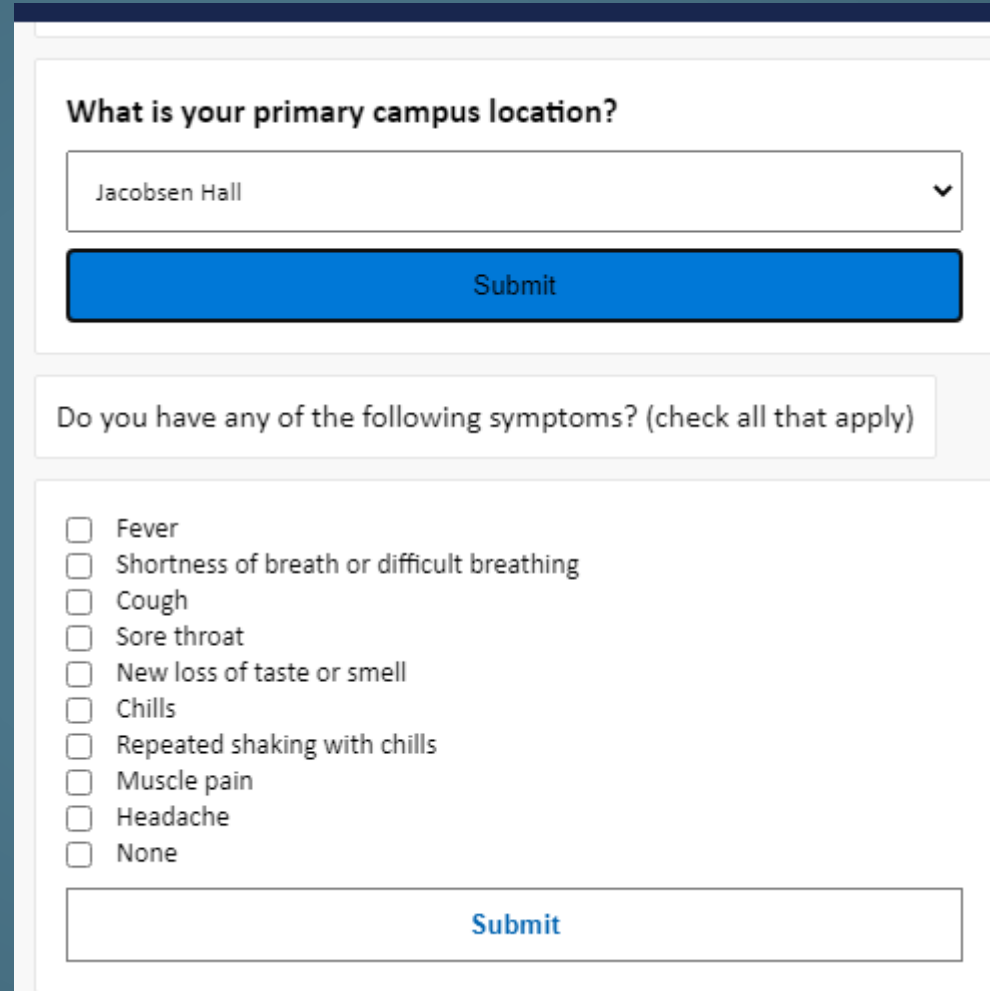You will be required to input your ID#, DOB, email, and phone (optional) and primary work.

Welcome to Upstate's student and staff COVID-19 self-assessment tool! In order to ensure the safest possible environment at Upstate, please complete the following short assessment. By completing this assessment, you attest the responses are accurate to the best of your knowledge. You must complete this assessment every day you plan to enter an Upstate location.

Have you registered before?

Yes

No

Daily Staff Screening Tool

You will next be asked if you have experienced any COVID-19 symptoms.

What is your primary campus location?

Jacobsen Hall ⌄

Submit

Do you have any of the following symptoms? (check all that apply)

- ☐ Fever
- ☐ Shortness of breath or difficult breathing
- ☐ Cough
- ☐ Sore throat
- ☐ New loss of taste or smell
- ☐ Chills
- ☐ Repeated shaking with chills
- ☐ Muscle pain
- ☐ Headache
- ☐ None

Submit

Daily Staff Screening Tool

If you answered "none" to experiencing symptoms, an email will be sent directly to you.

You may present this email as you enter your primary work location or a record will be kept of your daily screening.

Daily Staff Screening

If you opt not to use the self-screening tool, screening will be conducted with non-touch thermometers and will look for three things:

- ❑ Temperature > 100 degrees
- ❑ COVID-19 symptoms
- ❑ Unprotected exposure to someone who tested positive for COVID-19 in the last 14 days

Daily Staff Screening

If staff have a temperature > 100 degrees or answer yes to any symptoms, what will happen?

- ❑ Staff will be directed to call COVID-19 Resource Line 315-464-THEM (315-464-8436) available 24/7

Daily Staff Screening

When you call 315-464-THEM (315-464-8436) a triage nurse will direct you of next steps which may include:

❑ You may go to work (e.g. – you do not have a new cough, typical migraine headache, allergy symptoms and not COVID)

❑ Go to alternate testing site (self-isolate at home and stay out of work until results direct otherwise)

❑ Contact and follow-up with your primary care provider for further evaluation

❑ Go to nearest ED

Daily Staff Screening

If you tested positive for COVID-19:

❑ If you were tested at an Upstate site, you will be contacted by Employee/Student Health

❑ If you tested positive via an outside lab, contact Employee/Student Health on the next business day

❑ Consult the Department of Health protocols before returning to work. Important contact information:

DOH Hotline: 1-888-364-3065

❑ Keep your supervisor up to date

Working Safely

While temperature screening is the first step, other safe practices include:

- ❑ Hand washing using soap and water or approved hand sanitizers
- ❑ Cleaning frequently used work stations, keyboards, desks, phones including cellular phones
- ❑ Wearing face masks
- ❑ Limiting the number of staff in elevators
- ❑ Maintain safe social distancing

Safe Social Distancing

❑ Maintain 6 feet between you and others:

  ❑ Physical space of 6 feet

  ❑ Put alternate chairs on tables in break or meeting rooms

  ❑ Maintaining 6 feet between people/chairs in all classrooms

Face Coverings

- All employees entering Upstate facilities will be given a facemask daily and if the facemask becomes soiled, will be provided a new mask.

- Facemasks must be worn at all times unless you are in a private office and/or when you are within 6 feet of others. **Masks should be worn at all meetings, regardless of physical distance.**

- Use caution while eating and drinking as this is when transmission of the virus increases

Staff in patient care areas should follow the
Established covid-19 PPE guidelines that
have been in place.

How to Wear Face Coverings

Face Masks and Coverings for COVID-19

- You must wear a face mask or face covering in public when social distancing (staying at least 6 feet apart) is not possible, unless a face covering is not medically tolerated. This includes on public transport, in stores and on crowded sidewalks.

- Children over 2 years of age should wear a face mask in public, too. Children under 2 years of age should NOT wear face coverings for safety reasons.

- Cloth face coverings should be made from fabric you can't see through when held up to the light. They must be cleaned before reusing.

- Disposable paper face masks should be used for one outing outside the home. They cannot be properly cleaned.

- The best way to prevent COVID-19 is to continue social distancing (staying at least 6 feet away from others), **even when wearing a face covering.**

Other Safety Precautions

- Follow all visual cues such as tape to mark the floor, tables, chairs, etc.

- In-person gatherings (e.g. meetings, conferences) should be limited and other methods such as video or teleconferencing should be used whenever possible.

- Maximum occupancy for classrooms based on physical separation is available here: https://www.upstate.edu/edcomm/pdf/rooms-distancing.pdf. Contact Educational Communications for more information. An Academic Recovery Consult Team will work with deans and faculty on specific safety plans for their programs.

Other Safety Precautions

Your supervisor may take measures to reduce interpersonal contact and congregation, through methods such as:

- Reducing in-office workforce to accommodate social distancing guidelines
- Flexible scheduling (e.g., A/B teams, staggered arrival/departure times to reduce congestion in lobbies and elevators)
- Avoiding multiple teams working in common areas by staggering tasks and using signs to indicate occupied areas
- Alternating work from home with on-campus work

Other Safety Precautions

For more information, connect with your direct supervisor and see the following policies:

- **PPE:** https://upstate.ellucid.com/documents/view/10492/active/

- **Hand Hygiene:** https://upstate.ellucid.com/documents/view/275/active/

- **Management of Employee Exposure:** https://upstate.ellucid.com/documents/view/284/active/

Other Safety Precautions

- Shuttle buses are being cleaned after each shift including all handrails, seats, arm rests, outside door handles and driver compartment. All staff and drivers are required to wear mask or face covering. Each bus will only be filled to 50 percent of its capacity.

- In promoting a healthy workplace, you may consider walking from your parking location. This also helps reduce stress.

- Upstate dining facilities have been rearranged to accommodate the need for employees to maintain a six-foot distance of each other while eating and drinking on campus.

Managing Stress and Anxiety

❑ Manage information flow – ensure you access reliable sources of information and limit how often you access

❑ Help children set boundaries on what information they view

❑ Practice good self-care

❑ Practice mindfulness

❑ Seek peer support

❑ Find ways to stay socially connected with family members and friends

❑ Contact the Employee Assistance Program at 464-5760

https://www.upstate.edu/eap/index.php

Resources to Manage Stress and Anxiety

- **Emotional Support Hotline**: NYS COVID-19
  - (800)863-9314

- **Tip Sheet**: "Feeling Stressed about Coronavirus Tip Sheet" https://omh.ny.gov/omhweb/covid-19-resources.html

- **Mindfulness Techniques**: NYS collaboration with Headspace
  - www.headspace.com/ny

Important Upstate Contacts

❑ Emergency Management COVID-19 Resources: https://www.upstate.edu/emergencymgt/trending/coronavirus/index.php

❑ Employee/Student Health: https://www.upstate.edu/health/

❑ COVID -19 Resource Contact List: https://docs.google.com/document/d/1hrl7RZU7HyaYETGARoquIFt6Bn8zD2Q7WYyKXNz6Zo/edit

❑ Human Resources: 464-4830 https://www.upstate.edu/hr/intra/index.php