

Monitoring Your Health: Community Engagement Team Guidelines

Introduction:

This document summarizes your daily expectations in regard to monitoring your health when you feel well, and what you should do if you test positive for COVID-19 or have any symptoms, even if they are mild.

Expectations:

- Take your temperature before starting AND after completing your shift (you will be provided a thermometer).
- Make sure to self-monitor every day for symptoms of COVID-19 including (but not limited to):
 - New cough
 - New shortness of breath or difficulty breathing
 - Fever (>100.0F)
 - Chills
 - Body Aches
 - Sore throat
 - New loss of taste or smell
 - Fatigue
 - Diarrhea
- If you have mild symptoms, stay home and inform your supervisor (see sick leave policy below); if you feel like you are having an emergency, call 911.
- Note the date your symptoms first started
- Note when you take fever reducing agents such as Tylenol, ibuprofen, Dayquil or Nyquil

Work procedures:

- Notify your supervisor if you test positive for COVID-19 or have any symptoms, even if they are mild
- Your supervisor will then inform Central Office Occupational Health and Safety (OHS)
- You will be contacted by a representative of OHS who will advise on next steps

New York State COVID-19 paid sick leave: You are considered an H+H employee and classified as an essential worker. Employees have job protection and financial compensation in the event that they are subject to a mandatory or precautionary order of quarantine or isolation by New York State law. These benefits are not available to employees who are able to work through remote access or other means. Please visit <https://paidfamilyleave.ny.gov/covid19> for more information.

When to seek emergency care:

You may need immediate medical care if you have these symptoms. Call 911 or go to your nearest emergency room if you are experiencing any of the following (this list is not exhaustive and there are other symptoms that suggest an emergency):

- Blue colored lips or face
- Cannot talk without catching breath
- Cannot complete a full sentence without taking a breath
- Gasping for air
- New seizures
- New onset confusion
- Severe constant pain or pressure in the chest

Return to work:

- Please see latest NYC Health + Hospitals guidance on "[Return to Work Criteria for Healthcare Personnel \(HCP\) with Suspected, Confirmed or Exposure to COVID-19](#)" below.

Additional leave: Employees requiring additional time off due to COVID-19 should contact the Human Resource Self Service Leaves Administrator Department to determine eligibility (646-694-6640)

For supervisors:

If someone on your team is symptomatic, complete the tracking spreadsheet (this will be provided for you) and send the information to Dr. Reba Williams and Rebecca Snyder.

Dr. Reba Williams (Central Office Occupational Health Services)	212-676-8075	reba.williams@nychhc.org
Leticia Kim (Central Office Medical and Professional Affairs)	646-815-4135	Kim19@nychhc.org

Free Testing

As you know, NYC Health + Hospitals is offering free diagnostic (swab) COVID-19 testing for all staff. We now recommend that all NYC H+H staff be tested for COVID-19 on a monthly basis, regardless of whether or not they are symptomatic.

Regular testing helps to ensure that asymptomatic individuals properly quarantine and, thus, prevent the further spread of the virus. Regular testing also helps to protect our patients, our staff, our families and loved ones as well as the community.

You can get a test at any of our 11 hospitals or our Gotham community health centers in every borough. If you choose to get tested, the quickest way to get your results is through the Epic My Chart patient portal; creating an account is easy! You can also choose to get a telephone call with your result. Results will typically be available in 2-3 days. You can just walk in to one of the testing sites and show your ID, so that your testing will be expedited.

FAQs

Is the monthly testing mandatory?

No.

How is the test conducted?

- A nasal swab sample will be used to test for COVID-19.

What happens if I test positive for COVID-19?

- You will be notified of your results either by MyChart or by a phone call. You will be instructed to call Occupational Health Services (OHS) at your facility. You will also receive a phone call from the NYC Test & Trace Corps to determine your contacts outside of work.

Who will be notified of my test results?

- You alone will get your test results, along with your care team, so that they can use the information to best serve you as a patient. Neither your supervisor, OHS, nor Human Resources will be notified of your result without your consent.

Do I have to pay for the test?

- No
- If you have insurance, NYC H+H will bill your insurance plan. You will not be billed for a co-pay or cost sharing
- If you do not have insurance, you will not be billed.

Is there a limit to how many COVID-19 tests I can get?

- No

How can I get tested?

- By presenting to any NYC H+H testing site and showing your ID for expedited testing. In addition, you can go to any NYC testing site (nyc.gov/covidtest or call 311 for the testing site closest to your home).