Electronic Point of Entry Self-Screening Questionnaire
Frequently Asked Questions
October 2, 2020

In an ongoing effort to protect our employees, patients, visitors and guests, and to monitor and prevent the spread of COVID-19, effective **Tuesday, October 6, 2020**, all NYC Health + Hospitals employees must complete an electronic health screening questionnaire before entering our health system hospitals, Gotham Health centers and Central Office worksites.

The self-screening questionnaire is available electronically on a web page that asks a few questions about exposure, symptoms and travel history and can be accessed from a computer or personal device. The new safety protocol is in conjunction with the required temperature check policy.

How can I access the self-screening questionnaire?

The questionnaire can be downloaded to your phone or computer. Go to this URL web address and mark it in your "favorites": https://covid19.nychealthandhospitals.org/selfscreening.

You can also scan this QR Code and open the URL.

How does it work?

It's quick and easy. Open the URL, complete the form and answer all the questions. It takes less than 30 seconds. You will need to have an active email account and use the same username and passcode from your work computer. After you press "submit", you will receive a green pass to Enter or a red No Entry notification. You will need to show your pass to the designated person at the point of entry in your facility.

What information do we have to provide?

Once you register using your Windows user ID and passcode, you first name, last name, phone number, email address will self-populate.

What questions do I need to answer?

You will be asked a few Yes/No questions:
- Have you or a member of your household tested positive for COVID19 in the last 14 days?
- Check temperature (>100F = positive for COVID screening)
- Do you currently have cough, shortness of breath, rash, sore throat, diarrhea, chills, new loss of taste and smell?
- Have you or a member of your household traveled to an area with high levels of community transmission of covid19 in the last 14 days?

What happens if I get a red No Entry notification?

You must notify your supervisor immediately, notify the Office of Health Services, get a COVID-19 test within 24 hours and follow the necessary steps to quarantine.

Why are we doing this?

This important new electronic process is designed to protect you and your coworkers from exposure to COVID-19 and create a safe environment for our patients and community. This daily screening practice for all our employees also meets the requirements of the Centers for Medicaid and Medicare (CMS) and the New York State Department of Health.

Will Post Acute Care, CHS and Community Care staff need to do this questionnaire?

No. The electronic Point of Entry screening tool will not be used at Post-Acute Care locations or Correctional Health Services worksites. They have a separate safety screening process in place. However, staff from those units will have to answer the electronic questionnaire when enter any of the other NYC Health + Hospitals facilities.

Will this questionnaire be used to screen patients and visitors?

No. The electronic questionnaire is not currently designed for point of entry screening for patients or visitors, which continues to be done manually and includes temperature checks for all at the points of entry.

How often do I have to self-screen for COVID-19?

To help every department and unit plan accordingly, please answer the electronic questionnaire and do your self-screening every work day, 2 hours before you come to work. Your results will be effective for 24 hours, so no need to redo it when you step out for a break.

Will my information be protected?

Your medical privacy is of utmost importance to us. Entry screening data is protected behind the strongest NYC Health + Hospitals IT security protections.

What access does this app have to our private information and other apps in our phone? How much space does it use? Who created it?

This is not an app. It's a website page that you can bookmark. It cannot be downloaded from Apple Store or Google Play, or be turned off and on. It does not affect other apps or take space on your phone. The tool was created by the NYC Health + Hospitals IT team.

If I need to get tested because of my screening question answers, can I do that upon arrival at my workplace?

Yes, or go to the nearest NYC Health + Hospitals testing site.

Do I have to call my supervisor to notify them that I screened red and will not be able to enter the building?

Yes. All employees must notify their supervisor and contact OHS.

How long will I have to be out if I got the red No Entry?

Until you are cleared by OHS.

If I do not get tested, do I get paid?

If a staff member does not get tested they will be required to draw on their accrued balances until such time as they are cleared by OHS to return to duty.

Will I be marked late for work if there is a line to get into the facility?

If a staff member is late to their work location attributable to an unreasonable screening process delay, the impacted staff member should immediately notify their supervisor, who may, at their discretion approve the time delayed as excused leave – 01.

Will my union be notified?

NYC Health + Hospitals works very closely with our labor partners and they have been informed of this new, required electronic screening process. However, if a staff member screens red No Entry, their union **will not** be notified.

Will my supervisor be notified?

If you screen red No Entry and cannot report to work, you are responsible for contacting you supervisor and OHS. It is incumbent that every employee follow their Department's regular call-out procedures.

I often have to work in different facilities on the same day. Will I have to self-screen before entering each facility?

No. You one need one green Entry pass. The initial pass is valid for 24 hours at all facilities.

I work in one of our offices downtown and often attend meetings in our hospitals or Gotham Health sites. Will I have to self-screen before entering those facilities for my meeting?

You have to answer the questionnaire before you enter any hospital, Gotham Health site, or Central Office location. One screening is enough for 24 hours and will cover any facility you need to enter during that period.

Who do I need to communicate to if I am required to self-quarantine and when?

You need to communicate with your direct supervisor and OHS.

How long should I wait to get tested?

If you have a red No Entry notification, you should get tested with 24 hours. You should not wait to be tested if you have symptoms or are concerned about exposure.

Will the hospital provide me the test, if I need to get one or should I arrange the test outside?

NYC Health + Hospitals offers free testing for employees. However, you are welcome to get tested at a non-Health + Hospitals facility as well. You will have to share documentation with OHS.

If I get a red No Entry notification, when should I get tested?

You should get tested as soon as possible and within 24 hours.

Do I need to know if the state I traveled to has a high incidence in order for me to answer yes to the travel question?

Yes. Visit the state website at www.coronavirus.health.ny.gov to view the latest list of states.

Who will be able to see my testing information?

All COVID-19 testing results are shared with the NYC Test & Trace Corps. Results for tests done at a NYC Health + Hospitals or T2 testing sites will be visible to you via MyChart and protected by "break the glass" protections within H2O (Epic).

Can I see my own doctor instead of going to O.H.S. or the ED?

Yes, but you must notify OHS and provide the test results.

Will I be notified if someone I work with screened positive so that I may get tested?

The Test & Trace Corps tracing team will follow up with any close contacts of individuals who test positive for COVID-19.

What should I do if I forgot my username and/or password?

You can contact the Enterprise Service Desk. There will be functionality available for staff that do not know or have a user name and password. They will be directed to manually complete the mandatory on-line self-screening form.

What should I do if my phone or other device is having trouble accessing the application?

Make sure you have internet connectivity. Follow the alternative process set up at the facility.

What if I make a mistake and put in the wrong information? Will I be able to reenter/redo the self-screening?

Yes, you will be able to reenter/redo your submission. All daily submissions will be logged.

NEED MORE INFORMATION?

Contact: pointofentry@nychhc.org.