

M E M O R A N D U M

DATE: October 16, 2020

TO: Job Center Directors, HIV/AIDS Service Administration (HASA) Center Directors, Supplemental Nutrition Assistance Program (SNAP) Center Directors and Regional Managers

FROM: James K. Whelan, Executive Deputy Commissioner
Office of Policy, Procedures and Training

SUBJECT: Health Screening Poster for Open Locations

This Center Director (CD) Memorandum is being issued to announce that the Mandatory Health Screening Assessment (HSA) poster will be displayed at the staff entrances at the open Job Center, HIV/AIDS Service Administration (HASA) Center and Supplemental Nutrition Assistance Program (SNAP) Center locations.

The HSA poster includes the questionnaire that will help to determine whether individuals are experiencing any symptoms that could be consistent with COVID-19. The screening is not a medical diagnosis of COVID-19. Results are solely to determine whether an individual may or may not enter the facility.

Further guidance for the staff will be issued separately.

A sample of the poster is attached.

Effective Immediately.

Attachment:

HSA Poster Mandatory Health Screening Assessment poster

cc: FIA Call Center
Code X

Mandatory Health Screening Assessment

To enter the building you must read the following and answer no to all the questions.

1) Have you experienced a fever of 100.4 degrees Fahrenheit or greater, a new cough, new loss of taste or smell, or shortness of breath within the past 10 days?

No.

Go to the next question.

Yes.

No further screening is needed. You may not enter this building.

2) In the past 10 days, have you tested positive for COVID-19 using a test that tested saliva or used a nose or throat swab (not a blood test)?
(10 days measured from the date you were tested, not the date you received the test result.)

No.

Go to the next question.

Yes.

No further screening is needed. You may not enter this building.

3) To the best of your knowledge, in the past 14 days, have you been in close contact (within 6 feet for at least 10 minutes) with anyone while they had COVID?

No.

Go to the next question.

Yes.

No further screening is needed. You may not enter this building.

4) In the past 14 days, have you traveled internationally or returned from a state identified by New York State as having widespread community transmission of COVID-19 (other than just passing through the restricted state for less than 24 hours)?

No.

You may enter this building.

Yes.

No further screening is needed. You may not enter this building.

You are being asked to answer this questionnaire in order to determine whether you are experiencing any symptoms that could be consistent with COVID-19. Any results you get, and/or any directive you receive that you may not enter the facility, does not constitute a diagnosis of COVID-19. For further guidance, you should consult CDC and health department websites.