Entry Requirements and Screening Procedures for Return to Work during COVID-19

Applies to

This Policy applies to all Faculty and Staff across all University departments, Institutes, Centers and Schools.

Purpose

To provide a safe working environment and decrease the potential of exposure/transmission of COVID-19.

Procedures

For approval to be on campus, ALL employees need to comply with the following procedures. If any of the specified criteria for entry to work are not met, employees will not be allowed entry to work on campus or return to campus.

- Managers must approve which employees can return to work and be on campus
  Managers need to work with Human Resources on the Restart Plan. Managers will be reaching out and talking to their teams about their return to work plan. Employees are encouraged to reach out to their supervisor for any questions, concerns or suggestions.

- Mandatory Training:
  Employees will be required to complete Return to Work Safety Training prior to their return to review necessary actions and expectations while on campus. This MUST be completed to be allowed entry on campus.

- Daily Employee Health Screening Questionnaire:
  All incoming employees are required to complete a daily health screening questionnaire at the start of their work shift. This daily health screening is required to be reported correctly to confirm the health and exposure of all employees entering the campus. This can be done by one of the following methods:
  - Using the following link: https://forms.gle/XD9LyTnzaB9swi9q9;
  - Scanning the QR code, which will be posted on the entrance to each building; or
  - Calling Human Resources (315-268-6497) during business hours or Campus Safety & Security (315-268-6666) after hours.
  All employees returning to campus must measure their body temperature daily at home with a thermometer and acknowledge that they do not have a fever (temperature of 100.4 F or greater) in the above screening questionnaire before entry to campus. (https://forms.gle/XD9LyTnzaB9swi9q9).
  All employees are required to provide information and responses, which are accurate and true.

- Entry and Exit Points to the University during this time:
  - Potsdam Hill Campus:
    Until further notice, all employees approved to be on campus must enter and exit through the Foster House entrance only from Clarkson Avenue.

  - Potsdam Downtown Campus:
    For Downtown campus, due to the distributed nature of the buildings in the downtown area, there is no central check-in for those who will be using these facilities. All employees who will be returning to Old Main, Clarkson Hall, Peyton Hall, or the Facilities building must be trained, masked, and approved for return to campus just as with any other employee. All employees must go through a screening before and at the end of their time on campus.

  - CRC and Beacon Campus:
    Employees will enter through the front doors and exit from the side/back doors.
Clarkson Daily Interactions Survey:  
When an employee leaves campus for the day, they will be required to fill out the following Clarkson Daily Interactions Survey to document their interactions for the day. The direct link to the form is https://forms.gle/uhJ7Cd1T8yFncisp8. The link to this form can also be found under the Quick Link tab “COVID-19 Screenings” on the intranet home page.

**Employees may NOT report to work or enter any building if:**

- They have symptoms of a respiratory illness, such as a temperature of 100.4°F or greater, cough, trouble breathing, or otherwise feel ill.
- They have tested positive for COVID-19 within the last 14 days.
- They have knowingly been in close (within 6 feet) or proximate (same enclosed environment, such as an office, but greater than 6 feet) contact with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19 within the past 14 days.
- They have not been approved to return to work yet.
- They or anyone they live with has traveled outside of the approved areas.

**Approved areas:** Any area within New York State that is in Phase 2 or greater. As the State Executive orders change, these approved areas may change.

**Campus County locations** (https://www.ny.gov/counties):

- **North Country** - Includes Clinton County, Essex County, Franklin County, Jefferson County, Lewis County, Hamilton County and St. Lawrence County in NY State.

- **Capital Region** - Includes Albany County, Columbia County, Fulton County, Greene County, Montgomery County, Rensselaer County, Saratoga County, Schenectady County, Schoharie County, Warren County, and Washington County in NY State.

- **Beacon** - Includes Ulster County, Dutchess County, Sullivan County, Orange County, Putnam County, Rockland County and Westchester County in NY State.

Related Information


Revision History