

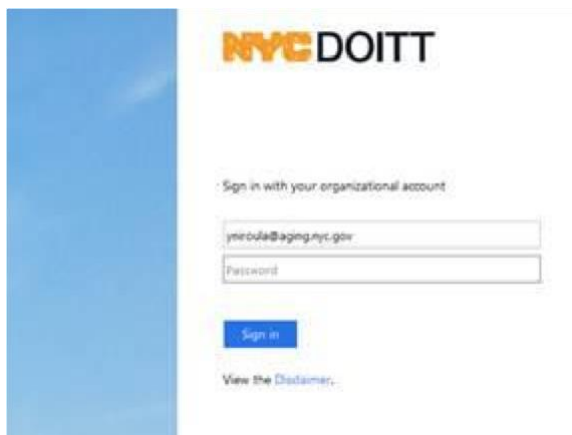
1. Click here to access the COVID 19 Health Screening Assessment Form:
https://forms.office.com/Pages/ResponsePage.aspx?id=x2_1MoFflk6pWxXaZIE777dnIF5HbsBLikhXmkeNfoZURU5KSzRQRTkwMzNKUk9aMIBEMIZNUzE1NCQIQCN0PWcu

The link will open on your default browser.

- a. If you are already logged into office.com (your DFTA email account) the SURVEY will open. Please go directly to Step 6.
 - b. If you are not already logged into office.com the browser will redirect you to log into office.com.
2. Enter your DFTA email address and click Next:

A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. There is a text input field containing "@aging.nyc.gov". Below the input field are two links: "Can't access your account?" and "Sign in with a security key". At the bottom right, there is a blue button labeled "Next".

3. The page will redirect you to the NYC DOITT login page. Enter your DFTA email address and password:

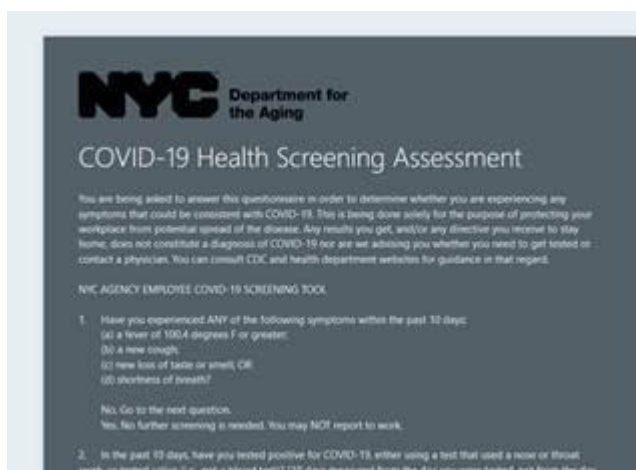
A screenshot of the NYC DOITT login page. On the left is a blue vertical bar. To the right, the "NYC DOITT" logo is at the top. Below the logo, the text "Sign in with your organizational account" is displayed. There are two text input fields: the first contains "yesoula@aging.nyc.gov" and the second is labeled "Password". Below the input fields is a blue button labeled "Sign in". At the bottom, there is a link that says "View the Disclaimer."

For assistance with logging on to your DFTA email, contact the Help Desk: dftahelpdesk@aging.nyc.gov

- The Stay Signed In screen will appear. Please click Yes.



- You will be re-directed to the Survey page:



- Please read the 3 questions located on the top (grey) portion of the Assessment. *Please note: this top portion is READ ONLY. You will not be able to click on anything to answer these 3 questions. You will only answer 1 question on the bottom of the form based on your answers.
- Go to Question 1 on the bottom of the form. Click on Yes or No based on your answers to the 3 questions and click Submit.
- You will receive a THANKS confirmation message telling you to check your DFTA email.

NYC Department for the Aging

COVID-19 Health Screening Assessment

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. This is being done solely for the purpose of protecting your workplace from potential spread of the disease. Any results you get, and/or any directive you receive to stay home, does not constitute a diagnosis of COVID-19 nor are we advising you whether you need to get tested or contact a physician. You can consult CDC and health department websites for guidance in that regard.

NYC AGENCY EMPLOYEE COVID-19 SCREENING TOOL

- Have you experienced ANY of the following symptoms within the past 10 days:
 - a fever of 100.4 degrees F or greater,
 - a new cough,
 - new loss of taste or smell; OR
 - shortness of breath?

No. Go to the next question.
Yes. No further screening is needed. You may NOT report to work.
- In the past 10 days, have you tested positive for COVID-19, either using a test that used a nose or throat swab, or tested saliva (i.e., not a blood test)? [10 days measured from the day you were tested, not from the day when you got the test result]

No. Go to the next question.
Yes. No further screening is needed. You may NOT report to work.
- To the best of your knowledge, in the past 14 days, have you (a) been in close contact (within 6 feet for at least 10 minutes) with anyone while they had COVID-19 OR (b) traveled internationally or returned from a state that was 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)? (visit <https://coronavirus.health.ny.gov/covid-19-travel-advisory> for applicable states)

No. No further screening is needed. You may report to work.
Yes. No further screening is needed. You may NOT report to work.

Hi DFTA, when you submit this form, the owner will be able to see your name and email address.

* Required

1. Having completed the assessment, I answered no to all 3 questions and affirm that I am cleared to report to work.*

Yes

No

This content is created by the owner of the form. The data you submit will be sent to the form owner. Never give out your password.

Read the 3 questions and then go to form.

Select Yes or No and click on Submit

NYC Department for the Aging

COVID-19 Health Screening Assessment

✓ Thanks!

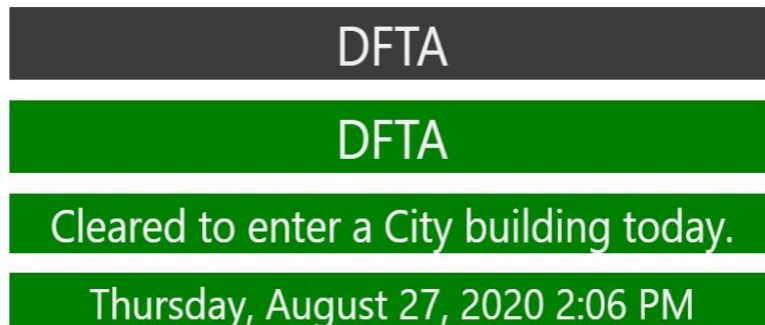
You will receive an email shortly that will indicate whether or not you may enter the workplace, you must show the email (either on your phone or a printed copy) to building security in order to enter the building.

[Submit another response](#)

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Question 1 on the bottom of the

9. Go to your DFTA email. You will have received an email from DFTA OHRHSA (AGING) based on your response to the question.
10. If you are cleared to enter a City Building, you will receive a message stating this with the date. Please show this message upon entering the building.



11. If you are NOT cleared to enter a City Building, you will receive a message stating this with the date:

Not Cleared

DFTA

(DFTA)

Thursday, August 27, 2020 5:28 PM