

# Health Screening Assessment Protocol

## Overview

DCAS implemented two types of Health Screening Assessment, an electronic HSA (e-HSA) and a verbal HSA. The two versions ask the same health questions as set forth by the DCAS Health Screening Protocol.

- For entry into 2 Lafayette: ○ DFTA employees must answer “no” to all questions and demonstrate completion of the e-HSA showing they are cleared for and present the e-HSA screenshot to lobby security.
  - Visitors and clients will read the same set of questions on a wall poster and must affirm to DCAS Police/Lobby Security they answer “no” to all questions.
- For persons not cleared for entry: ○ DFTA employees may not enter and must notify their supervisor and OHR ([OHRHSA@aging.nyc.gov](mailto:OHRHSA@aging.nyc.gov)) ○ Visitors will not be allowed in.
- If a person refuses to complete or demonstrate completion of an e-HSA in an approved format showing they are cleared for entry, DCAS Police/Lobby Security will deny entry. Employees will be advised to contact OHR for further guidance.
- Privacy requirements mandate that no health data disclosed during the assessment may be recorded and maintained. To comply with this requirement, answers to individual questions will not be captured.
- The records retained will only include the names of individuals who were screened, whether or not access was granted, the agency and the 2 Lafayette worksite.
- All assessment results will be reviewed and logged by designated OHR staff.
  
- e-HSA ○ Online assessment that can be accessed via any web browser at [e-HSA](#) ○ Only available to DFTA employees (College Aides, Consultants, Community Service Aides, Reservists). ○ Requires offsite access via the internet or a smart phone. ○ Users will login with their work email address and password. ○ The e-HSA must be completed prior to leaving the house (whenever possible).
  - After completing the survey, an email will be sent to the employee’s work email. Per OLR, it is voluntary for staff to use their own personal cell phone.
  - Employees who are cleared to report to work must show the digital copy on their smart phone to DCAS Police/Lobby Security at the entrance of 2 Lafayette. ○ Employees will show the same digital copy or email each time they (re)enter 2 Lafayette during that day. They do not need to complete the e-HSA more than once a day.
  - Survey results will be accessible by OHR.
- Verbal HSA ○ Only available to visitors. ○ Posters will be created to replicate the HSA and posted at the entrance of 2 Lafayette.
  - Visitors must read the questions and affirm to DCAS Police/Lobby Security (or other designated person) that they answered “no” to all questions.
  - If a person cannot read the questions on the HSA, DCAS Police/Lobby Security will read the questions to the visitor or client
  - DCAS Police/Lobby Security will track visitors that were admitted, and visitors not admitted
  - Laminated copies of the poster will be available to visitors in the 10 languages required under Local Law 30 of 2017.

