RIT COVID Guidance and Protocols

Daily Health Screen (DHS)

Students, faculty, and staff can access the Daily Health Screen online at dailyhealth.rit.edu or by calling 585-438-5257.

- Employees will need their Employee or University ID# or RIT email address when calling Rochester Regional Health (RRH) to report symptoms.
- Visitors should call 585-438-5254.

Determining Exposure

Exposure is determined by either RRH (for employees) or contact tracers (for students) by evaluating several factors together including the type and length of contact (i.e. contact within 6 ft, whether one or more individuals were unmasked, duration of 15 mins or more, etc).

Established Protocols

When an RIT employee tests positive, RIT initiates an established protocol, which may include:

1. Confirming whether the individual has recently been to campus (RIT)
2. Initiating appropriate cleaning protocols (RIT)
3. Adjusting work assignments as indicated (RIT)

Process for Reporting Positive Test Results or Potential Exposure*

*or for reporting COVID-like symptoms

For Faculty Working with Students

- **Student reports they have tested positive for COVID-19.**
  - **Ask** if the student has been in contact with the Student Health Center.
  - **YES**: Work with the student to continue academic continuity if the student is healthy enough to do so.
  - **NO**: Work with the student on a plan to make up missed work.

- **Facility member is concerned about his/her/their exposure.**
  - **dailyhealth.rit.edu**
  - Complete the daily health screen and answer YES to the question about recent contact with someone who tests positive. Follow the instructions for calling Rochester Regional Health (RRH) for further direction.

For Employees (Faculty and Staff)

- **Employee reports they tested positive for COVID-19.**
  - **Ask student to complete the daily health screen, even if they have already completed it for the day, and answer YES. Students will be directed to contact the Student Health Center (SHC) for further instructions.**

- **Employee is exposed to someone who tests positive for COVID-19.**
  - **Employee or the supervisor enters information in Oracle.**
  - **dailyhealth.rit.edu**
  - Complete the daily health screen, even if you have already completed it for the day, and answer YES. You will ‘screen Red’ and follow the instructions for calling Rochester Regional Health (RRH) for further direction.

- **RRH may take the following actions:**
  - Clear you to return to work
  - Instruct you to: Monitor symptoms, Quarantine, Obtain a COVID-19 test
  - Contact your primary care physician

- **Let your supervisor know that you are not approved to be on campus while you are awaiting an assessment by Rochester Regional Health (RRH).**

Call (585) 450-8199

Immediately contact the Rochester Regional Health (RRH) RIT COVID-19 Hotline at (585) 450-8199 for a health assessment by an RRH medical professional.

* or for reporting COVID-like symptoms
Process for Reporting Positive Test Results or Potential Exposure

For Supervisors

Informed that one of his/her/their employees has tested positive for COVID-19.
- Employee or the supervisor enters information in Oracle.
- Instruct the employee to complete the daily health screen, even if they have already completed it for the day or have been in contact with their County’s Department of Public Health (CDPH). The employee should answer YES to ‘screen Red’ and then follow the instructions for calling Rochester Regional Health (RRH) for further direction.
- Note that the CDPH does not inform RRH of positive cases and unless the employee notifies RRH, there will be no link back to the supervisor.
- DO NOT inform the other employees of an employee’s positive test results. Contact tracers will contact anyone they determine may have been exposed.

OR

Approached by an employee who is concerned that he/she/they have been exposed to someone testing positive for COVID-19.
- Employee or the supervisor enters information in Oracle.

Supervisor is concerned that he/she/they has been exposed to COVID-19.
- Complete the daily health screen, even if you have already completed it for the day, and answer YES. You will ‘screen Red’ and follow the instructions for calling Rochester Regional Health (RRH) for further direction.
- Call (585) 450-8199
- Immediately contact the Rochester Regional Health (RRH) RIT COVID-19 Hotline at (585) 450-8199 for a health assessment by an RRH medical professional.

RRH may take the following actions:
- Clear the employee to return to work
- Instruct the employee to:
  - Monitor symptoms
  - Quarantine
  - Obtain a COVID-19 test
  - Contact your primary care physician
- RRH will confirm the course of action and return-to-work status via email with the employee and the supervisor.
- RRH sends confirmation emails about their assessment to employees and supervisors the same day they receive the call and, usually, within 5 minutes of the call.
- Return to work information does not need to be recorded in Oracle or shared with HR.

For Student Employees

Follow the same process flowchart as For Faculty Working with Students on page 1.

Daily Health Audit (DHA)

Beginning Monday, January 18, 2021, supervisors will receive weekly reports via email which provide information on Daily Health Screen (DHS) employee participation and supervisor Daily Health Audit (DHA) reviews for their units. The DHS is a tool used to assess the health of the RIT Community.

These reports provide detailed information by date for the past week and summary data for the past 30 days (beginning January 11, 2021). The reports are provided as a tool to assist supervisors in spotting trends or patterns of missed entries. Supervisors will review the reports and, as needed, remind their direct reports (including student employees) of the importance of completing the DHS.

Resources

Link: Employee Guide to Submit Test Results
Link: Supervisor Guide to Submit Test Results
Link: COVID-19 Employee Information

Additional information, including FAQs may be found at: www.rit.edu/ready/faqs-for-employees

For questions, please contact the RIT Service Center at 585-475-5000.