September 11, 2020

Dear Parents and Guardians,

Each of us has a part to play in halting the spread of COVID-19. In order to keep our faculty, staff, and students safe we are implementing a daily health screening to assess whether students have COVID-19 symptoms, have recently tested positive or had exposure to the virus, and/or have other risk factors that may spread the virus. All students must have the daily assessment completed prior to arrival each day. This daily health assessment is required under New York State’s school reopening guidance and is meant to maintain the health and safety of our community.

In an effort to comply with this New York State mandate, Trumansburg Central School District in conjunction with Cayuga Health has developed a daily health screening website that allows you to confirm your child is symptom-free and has not had recent exposure to someone with COVID-19 prior to their arrival at school for the day. If your child is currently experiencing COVID-19 symptoms, has recently tested positive or had exposure to the virus, and/or has other risk factors that may spread the virus they are not permitted to go to school.

Utilizing the daily screening tool will ensure that we identify individuals who need further evaluation for testing. Depending on your answers to the daily health screening questions, you are assigned a “green” or “red” status. A “green” status permits you to go to campus for the day. If your child screens “red” they are not permitted to be on campus and you will have to schedule your child a telemedicine visit with Cayuga Health Provider for an assessment and further instructions.

On Monday, September 14th, you will complete the daily health screening, to do this you will go to http://trumansburg.cayugahhealth.com. You will be asked to enter your email to begin the verification process, the email linked to your child/children’s account is what the school has on file. If you attempt to log on and your email is not recognized please call (607)387-7551 Darla Sielaff at extension 2402 for Elementary School Students, Lisa Magee at extension 1449 for Middle School Students or Deanna Crance at extension 3454 for High School Students to verify and correct your email.

The website is compatible with all smartphones, most web browsers and computer operating systems. Attached to this email is you will find an instruction guide and frequently asked questions (FAQ) that goes over common questions.

Again, it is critical that you fill out this brief screening every day. Keeping the virus out of our community will require that every single one of us do everything we can to stop the spread. Thank you for helping to keep our campus community safe.

Respectfully,

Kimberly Bell
Superintendent of Schools
Trumansburg Central School District
kbell@tburg.k12.ny.us

KB:cll
Daily Screening Instructions
COVID Daily Screening Instructions
To complete the required daily screening please follow the instructions below:

Step One:
Navigate to http://trumansburg.cayugahealth.com. The system will prompt you to enter your email.

A verification code will be sent to your email, you will need to enter this code to access the screening form.

NOTE: You will only need to enter a code the first time you sign in, after the first time you use the screening system you will get a daily reminder email with a link sent in the body of the email. This link will be unique to you and therefore you will not need to enter a verification code. Do not share this link with others.

Daily email with link to the screening:
Dear
Before going to campus for the day you are required to complete the daily health screening. You can access the system using the link below:

Daily Health Screening
Do not share this link, it is unique to you.
Thank you,
Cayuga Health
If You Have Multiple Children Attending School

If you have multiple children you will be required to complete the verification process multiple times. Follow the instructions below.

Navigate to [http://trumansburg.cayugahealth.com](http://trumansburg.cayugahealth.com). The system will prompt you to enter your email.

You will see the below screen:

NOTE:
You will enter your child’s first and last name in the section and then enter their exact birthday. If you child was born on January 1\textsuperscript{st}, 2011 you must type the date of birth in as 01/01/2011.

You will then be sent a verification code (see above). Follow the rest of the steps listed below. Once you have completed the registration for one child, you will need to close out your browser and repeat the process for each child. You will only have to do this once.
Step Two:
Once you have entered the daily health screening website, you are required to answer a series of questions. It is important that you carefully and honestly answer each of the questions as they appear on the screen.

### Screening Form

<table>
<thead>
<tr>
<th>Previously Diagnosed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you been diagnosed/ tested positive for COVID-19 within the past 14 days?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

**NOTE:** If you are experiencing any of these symptoms even if they are mild, answer yes.

### Symptoms

<table>
<thead>
<tr>
<th>Have you experienced any symptoms of COVID-19 within the past 14 days?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

*COVID-19 symptoms include: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, and (less commonly) nausea, vomiting or diarrhea. Fever is considered to be over 100°F / 38°C.*

### Temperature

<table>
<thead>
<tr>
<th>What is your latest temperature? (F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you are unable to take your temperature at home, enter 0</td>
</tr>
</tbody>
</table>

### Recent Contact

<table>
<thead>
<tr>
<th>Have you had recent contact with anyone who has had symptoms, tested positive for, or been diagnosed with COVID-19?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

*Close contact is defined as being closer than 6 feet for more than 10 minutes.*

### Recent Exposure

<table>
<thead>
<tr>
<th>According to a health department advisory or recommendation, have you come in contact with a COVID-19 positive patient?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

### Recent Travel

<table>
<thead>
<tr>
<th>Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>
Step Three:
After you answer all the required questions, the site will direct you to your status page. Please save the link provided in the status for your records. You will also receive an email confirmation.

Green Status Example

![Green Status Example](image)

Red Status Example:
If you screen “Red” you will need to schedule a telehealth appointment. Continue to Step Four for instructions.

**Step Four:**
Click on the register button to schedule a telehealth appointment.

You will be directed to a screen where you will need to put in your insurance information.
Primary Insurance

Primary Policy Holder Name

Primary Policy Holder DOB

mm/dd/yyyy

Primary Insurance Name

Primary Subscriber ID

NEXT
You will be taken to a consent form, you will need to click the consent box and type in your name before clicking the next button.

Acknowledgement, Consent, & Release

Acknowledgement & Consent

I hereby authorize Cayuga Health System and its affiliates, including Cayuga Medical Center and Cayuga Medical Associates, to examine, diagnose, and assess my health conditions, and to provide services to effectively treat me. I understand that health information about me may be shared for treatment of my condition, payment for services provided, and normal business operations. For these purposes, we may disclose your information to other healthcare providers including pathologists, radiologist, and emergency physicians. I acknowledge and agree that this applies to all visits at Cayuga Health System and its affiliates, including Cayuga Medical Center and Cayuga Medical Associates. I acknowledge that I have been offered the HIPAA Notice of Privacy Practices and that I am duly authorized to provide acknowledgement of receipt. Notice of Privacy Practices are available [here](#) and [here](#). I acknowledge that I have read and understand the above information.

Release of Information

I hereby authorize Cayuga Health System and its affiliates, including Cayuga Medical Center and Cayuga Medical Associates to release copies of all of my COVID-19 testing records and demographic information to the organization or school identified at the beginning of this registration. Unless it is revoked, this authorization will remain in effect for so long as the disaster emergency in New York State declared on March 7, 2020 remains in effect. I understand I may revoke this authorization at any time by presenting written revocation to the Health Information Management Department of Cayuga Medical Center. Revocation will not apply to information already released in response to this authorization. I understand that any release of information carries with it the potential for re-disclosure by the recipient and may not be protected by the federal privacy rules. Cayuga Medical Center and Cayuga Medical Associates will not condition treatment, payment, or eligibility of benefits on completion of an authorization. You may request a copy of this authorization.

☐ I consent to signing this document electronically *

Please enter your name below to sign *

Signature of patient / patient representative

If patient representative, relationship to patient

[BACK](#) [NEXT](#)
The next screen will prompt you to select a date and time for your telehealth appointment. It’s advised that you select the next available appointment.
Once you select your appointment time and complete booking your appointment, you will be given a confirmation number.

Thank You

Your registration is complete.
Your registration for a COVID-19 telehealth consult is complete. You should receive an email confirmation with your scheduled date and time.

Please save the following Registration ID for tracking purposes:
80276

You will also be sent an email confirmation message. This emails contains the details of your appointment, including the Zoom link for your appointment. Click this link 5 minutes before your scheduled appointment begins. You may have to wait for the Provider to join the Zoom meeting.

Your booking is confirmed

Dear
Your booking is confirmed. See below for more information. If the event is not already in your calendar, please use the calendar links provided below to add it.

Booking details

Event type
COVID Test

Time
Mon, Aug 24, 2020, 04:30 PM - 04:45 PM
United States; Eastern time (GMT-04:00) [DST]

Conferencing information
When it's time, join the meeting from PC, Mac, Linux, iOS or Android:
https://link.atcentral.com/u/daf37c76/33bte60Tm5hGC5Zwfi3soMyPu=5https%3A%2F%2Fzoom.us%2Fj%2F99082C36863%3Fpwd%3DYnhgFhCDknI4endT10vADBnsT0IT7zW
Passcode: CQs71p^01x

NOTE: If you need to cancel or reschedule an appointment please click the link in the conformation email.

The Cayuga Health Provider will advise on next steps during your visit. Based on the Provider’s evaluation, you may be cleared to return to campus or they may be directed to COVID-19 testing.
Frequently Asked Questions

General

Why do I need to complete the daily health screening?
As part of New York State’s school reopening requirements, each school must perform a daily health check for all employees and students to maintain the health and safety of all.

Who needs to complete the daily health screening?
All faculty, staff, and students are required to complete the daily health screening each day before arriving on school grounds.

How will the school know students are clear to be in class? / How will my employer know I’m clear to come to work?
Once you complete the daily screening process, you will receive a confirmation that you are clear to be on school grounds. Your school will have access to check each person’s status.

What days should I be completing the daily health screening?
Complete the daily health screening every day you are to be on school grounds. On the days you are not coming to school grounds, you do not need to complete the daily health screening, this includes working from home.

I am taking a health and personal or vacation day or am on another approved leave, do I need to complete the daily health screening?
No, you do not need to complete the daily health screening if you are taking a health, personal, or vacation day or are on another approved leave.

I am required to go to my work location occasionally, for example one or more times per week – do I need to complete the daily screening?
Complete the daily health screening for the days you are reporting to school grounds, but not for days you are working remotely.

What happens if I do not complete the daily health screening?
If you do not complete the daily health screening you are not authorized to be on the school’s grounds.
I don’t have internet access at home and I do not have a smartphone, so I can’t complete the daily health screening prior to coming to work/school each day. What should I do?

If you cannot complete the daily health screening via the website, you may call Cayuga Health’s Call Center at 607-319-5800. Call Center staff will be able to assist you with completing the daily screening over the phone. The Call Center is open Monday-Friday from 6:00am – 5:00pm.

What happens if I “screen red” during the daily screening?

If you “screen red” you will be required to have a teledmedicine visit with a provider at Cayuga Health. To accomplish this click the “register” button on your status page, if you have already closed your status page check your email. You will receive a copy of your status, from that email follow the link, this will direct you back to the “register” button. You can also call the Cayuga Health Call Center at 607-319-5800 and they will assist you with getting a teledmedicine visit set up.

If I “screen red” who do I tell?

If after your telehealth appoint with a Cayuga Health Provider your status is still red, you will need to alert the school that you will not be at work/class.

What happens after my telehealth visit?

Depending on your evaluation, your provider will either send you for COVID testing and advise you to isolate, or clear you to return to work/school.

When will I be able to return to work/school?

Your provider, following all Department of Health and Department of Education guidelines will provide you with a return to work date.

Why do I need to contact Cayuga Health? Can I call my primary care physician instead?

We have partnered with Cayuga Health to administer teledmedicine visits for the daily health screening. The ability to connect the daily health screening application to Cayuga Health’s scheduling process will help to ensure that any individual who may be at risk for having COVID-19 receives guidance from a health care professional as quickly as possible. Once cleared by a Cayuga Health clinician, you will receive a confirmation from Cayuga Health that you are cleared to return to work. If you are not cleared, Cayuga Health will provide guidance on in-person testing options.
I don’t live in Ithaca; do I still need to go to Cayuga Health for my telemedicine visit?

Cayuga Health will accommodate a telemedicine visit regardless of where you live.

If I need to contact Cayuga Health, will I be charged for that consultation?

If you do not clear the daily health screening you will be instructed to connect with Cayuga Health to schedule a telemedicine consultation. As part of that scheduling process, Cayuga Health will ask for your insurance information, so that your insurance can be billed. You may be subject to any co-pays or co-insurance costs. Many insurance companies are currently waiving co-pays or co-insurance costs during the COVID-19 pandemic, contact your insurance company to determine your specific coverage. If you don’t have insurance, you can call an insurance enroller at 607-273-8686.

I made a mistake on one of my answers and now I have a “red” status and I am told to not come into work, what should I do?

Only health professionals have the authority to clear a “red” status to “green” status. Follow the instructions on “red” status notification to schedule a telemedicine visit.

Technical

What should I do if the screening website is not working?

Make sure you are using a supported browser: Chrome, Safari, Firefox, and Edge are all supported. Internet Explorer 7 does not work, if you do not have one of the supported browsers you can download a supported browser for free by clicking on the links above. If you are still having difficulty with the site, call Cayuga Health by phone at 607-319-5800.

What should I do if the email I am putting in is not recognized?

The email linked to your child/children’s account is what the school has on file. If you attempt to log on and your email is not recognized please call the school to verify and correct your email.

What should I do if I have not received daily email reminder notification?

You will not receive the daily reminder until after you use the system for the first time. If you have not received the daily reminder, check your spam folder and your spam settings. If you still do not have a daily reminder email, go directly to the screening website provided by your school and fill out the daily screening.
Why am I getting the same check in status from yesterday?

The check in status resets at 8pm every night. If you complete the check in after 8pm, your daily screening status is good until 8pm the next day. This allows you to complete your check-in the night before you have to be on campus.

Who has access to the data that is captured within the Daily Check?

The data collected is not HIPAA protected; however, the only people who can see individual data and responses are Cayuga Health. Select administrators can see your red or green status and the aggregate number of people who are cleared or flagged as red for follow up. System administrators cannot see the individual answers to your questions.

If a telemedicine visit is required, your visit information is only accessible by Cayuga Health and is protected by HIPAA Privacy and Security requirements.

What system is used to do a telehealth visit?

Cayuga Health provider use Zoom to conduct the telehealth visit. You will need to register for a free Zoom account if you do not have one. Instructions for doing that are below.
ZOOM Telemedicine Technology Instructions

1. Make sure you are connected to the internet/Wi-Fi
2. If you are using a smart phone or tablet:
   - For iPad, iPhone or Mac product please go to:
     - App Store
     - Search > Zoom
     - And install
   - For Android phones go to Google Play store
     - Search > Zoom
     - And install
3. If you are using a computer either Windows or Apple other operating systems please go to: http://www.zoom.com
4. To sign up for an account click “Sign up its free” in the upper right corner

Set up free user account, with your email address as your user name. Follow the screen shots below:

Skip the invite friends screen, you will need to check your email as you will be sent an activation link. After confirmation your account will be active.