

UT CSW Student COVID-19 Guidelines for Field Placement 2021-2022

As we continue to navigate field during a global pandemic, it is critical that students follow the guidelines outlined in this document. Please carefully read the guidance below and reach out to your Field Coordinator with any questions. This information is subject to change based on CDC guidance and decisions by UT leadership: <https://www.utk.edu/coronavirus/students/>

Required for all students before start of placement:

1. Discuss with your Field Instructor the range of learning activities in which you will be engaged and the level of in-person contact you should expect with clients and agency staff.
2. Ask your Field Instructor if you will be engaging in any client services through technology (telehealth, teletherapy, telesocialwork).
3. Identify your health risks and concerns, and determine whether you are able to participate safely in field activities. Contact your Field Coordinator if you need to complete field offsite.
4. Confirm with your agency what, if any, [personal protective equipment \(PPE\)](#) is required, and what your agency does/does not provide.
5. Review your agency's safety protocol, including personal health requirements, (e.g., daily screening and/or temperature checks, when you should stay home, washing hands, social distancing, vaccine requirements, etc.)
6. Acknowledge the anxiety and stress you may be experiencing as you plan for your entry into practicum during this challenging time. Contact your Field Instructor and/or Field Coordinator if you want to discuss your concerns. You may also access the resources at the UT Student Counseling Center: <https://counselingcenter.utk.edu/coronavirus-and-student-counseling-center-operations/>

Guidelines for Students Completing Field Activities at Agencies In Person:

- Students are encouraged to complete daily self-screening (info below) and follow all CDC guidelines for infection control in the workplace. Carefully review and implement all guidelines at this link: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- Students who are fully vaccinated are not required to wear a mask or practice social distancing, indoors or out (exceptions include health care facilities and public transportation). Being fully vaccinated is defined as being two weeks past your final dose of a two-dose vaccine or one dose of a single-dose vaccine. However, agencies may still require that fully vaccinated students wear masks.
- Students who are not fully vaccinated who experience an exposure to COVID-19 or positive test for COVID-19 should follow the reporting procedures listed below.
- Discuss with your field instructor how you should handle any situation in which an unvaccinated client or coworker is (1) not wearing a mask (2) wearing a mask improperly or (3) is not practicing social distancing. If, after discussing with your field instructor, you have continuing concerns about your safety due to noncompliance with masking or social distancing, please contact your Field Coordinator to discuss.

- Engage in self-care from day one of the practicum. Resources to support your self-care are available at the following link: <https://www.socialworkers.org/Practice/Infectious-Diseases/Coronavirus/Self-Care-During-the-Coronavirus-Pandemic>.
- If anything changes in the placement setting (e.g., safety concerns increase, expectations for your activities change, supervision changes, etc.), *please contact your Field Coordinator immediately so that we can assist you in resolving the issue. If you are feeling distressed or have significant health issues that may interfere with your ability to complete your placement, contact your Field Coordinator.*

Daily Self-Screening Requirements for students in-person at Field Agencies, Summer 2021:

To help slow the spread of COVID-19, students are encouraged to monitor their health and stay home when sick. ***If the answer to any of the self-screening questions is yes, the student should contact their field instructor and inform the Field Instructor that they will not report to field that day.***

Self-Screening Questions:

1. Have you been told to quarantine/isolate by a medical provider or the health department?
2. (For students who are NOT fully vaccinated): In the last 14 days, have you had face-to-face contact for 10 minutes or more with someone who has or is suspected of having COVID-19?
3. Are you experiencing a new cough, shortness of breath, or difficulty breathing?
4. In the last 48 hours, have you had at least two of the following new symptoms: Fever, Chills, Repeated shaking chills, Muscle pain, Headache, Sore throat, Vomiting, Diarrhea or Loss of taste or smell?
5. Was your temperature 100.4 or above this morning?

Students who are required to self-isolate need to complete the UT Self-Isolation Form at <https://covidform.utk.edu>

Information about when to self-isolate is also available on the UT Coronavirus website at <https://www.utk.edu/coronavirus/guides/when-to-self-isolate>

In-Person Field Student Reporting Requirements in case of Self-Isolation, Exposure or Positive Test for COVID-19

If you are completing field in person and are required to self-isolate or quarantine, do not report in-person to your field placement until you have been cleared to do so by a health care provider or a contact tracing team. Absences from field will be accommodated only if you have followed the university's policy on self-isolation and all steps in the *UTCSW Student COVID-19 Guidelines for Field*.

Required minimum field hours must still be completed in order to earn a passing field grade. If a student is unable to complete field hours during the semester due to Covid-19, the student should notify the Field Coordinator to determine if they are eligible to receive a temporary grade of *Incomplete* until all field assignments and minimum hours are completed.

If you need to self-isolate or quarantine, you must follow these steps:

- 1) Complete the UTK self-isolation form: <https://covidform.utk.edu>
- 2) Immediately notify your Field Instructor, Task Instructor (if applicable), and Field Coordinator;
- 3) Complete any Covid-19 reporting requirements of the agency;
- 4) If you do not feel ill and wish to continue to complete field activities remotely at home, you may work on Field Instructor-approved field assignments at home;
- 5) Do not report in-person to your field placement until you have been cleared to do so by a health care provider or a contact tracing team.

Required Only for students who will be providing client services from home via technology (Telesocialwork):

Discuss the following questions with your Field Instructor:

1. Assess your access to technology (phone, computer, webcam, internet) and the reliability of that technology. *Contact your Field Coordinator if there are limitations that could impact your practicum experience/client services.*
2. Ask your Field Instructor what, if any, platforms/systems your agency is using to provide services.
3. Inquire about any trainings on the platforms/systems, telehealth or other agency requirements you could take prior to starting practicum (you may count these hours).
4. Discuss how you will account for hours and receive supervision. Weekly supervision should be via zoom or another video-conferencing platform, but you will need to clarify how you should contact your Field Instructor for questions or consultation outside of the formal supervision hour.
5. Discuss how you will complete client documentation in a secure manner.
6. Discuss emergency procedures (who, how, and when to contact).
7. Review [NASW, ASWB, CSWE & CSWA Standards for Technology in Social Work Practice](#) and discuss during first week with your Field Instructor.
8. Consider:
 - [Creating a google voice number](#) instead of giving personal phone number
 - Setting up a private, professional space in your home, if possible (professional background screen or making sure identifying and/or distracting objects are not in the view of the camera)
 - Professional attire and presentation of professional self in home setting
 - How to handle disruptions to client sessions due to technology issues on the part of the intern or client
 - How to manage distractions or disruptions that may occur due to presence of family, pets, and roommates.
9. Discuss with your Field Instructor any potential ethical dilemmas and self-care issues that may arise as a result of telesocialwork (e.g., boundary confusion for client and/or you due to “being in” each other’s homes, difficulty leaving work, confidentiality in your home for your clients).
10. If you are interested in getting some basic telehealth training before you start your practicum and your agency does not provide, we recommend this 3-hour training: [Telehealth Basics for Social Work Educators and Behavioral Health Clinicians Responding to COVID-19 \(free—3 modules\) available through August 25, 2021](#)