UT CSW Student Guidelines for Field Placement Fall 2020

As UT plans for a fall semester return to campus, we are planning for a fall semester return to in-person field placements. We are aware that some students will be unable to participate in an on-site/in-person agency placement and we will provide a fully remote field experience. Please read through the guidance below so that you will understand what you need to do now to prepare for fall field and what to expect when you are in your placement.

**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 personal protective equipment (PPE) is required, and what your agency does/does not provide. **UT will provide a reusable cloth mask for all students. Masks will be mailed to online students. Campus students will need to pick up their masks at Henson Hall in Knoxville or the Polk Avenue campus in Nashville.**

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 etc.) **Complete the safety information in the Confirmation of Field Addendum.**

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/](https://counselingcenter.utk.edu/coronavirus-and-student-counseling-center-operations/)
For Students Completing Field Activities at Agencies In Person:

- All students will be expected to complete daily self-screening (info below), wear masks during placement activities, maintain social distancing, 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](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

- Students who experience an exposure to or positive test for COVID-19 should follow the self-screening and reporting procedures listed below.

- Discuss with your field instructor how you should handle any situation in which a client or coworker is (1) not wearing a mask (2) wearing a mask improperly (3) takes off their mask or is not practicing social distancing. If, after discussing with your field instructor, you have continuing concerns about your safety due to client 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](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:

All students who are placed in field agency settings will be required to complete the UT Daily Self-Screening questionnaire at [selfscreen.utk.edu](http://selfscreen.utk.edu) each day before reporting to field. If the answer to any of the self-screening questions is yes, the student should contact their field instructor and inform them that they will not report to field that day. A response of “yes” to any question will result in a red X and instructions not to report to campus for that day. This also means that students should not report to a field placement.

A “yes” response will also direct the student to complete the UT Self-Isolation Form at [https://veoci.com/veoci/p/form/ywn6tdat855m#tab=entryForm](https://veoci.com/veoci/p/form/ywn6tdat855m#tab=entryForm)

This form will link the student to the UT Contact Tracing Program. The student will be contacted by a UT Contact Tracer who will provide information and direct the student to contact their health care provider or local health department. 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](https://www.utk.edu/coronavirus/guides/when-to-self-isolate)
Self-Screening Questions:

1. Have you been told to quarantine/isolate by a medical provider or the health department?
2. 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?

If the student does not feel ill and wishes to continue to complete field activities remotely at home, the student may work on approved field assignments at home.

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

Any student in a field placement who is required to quarantine or self-isolate is to complete the following steps.

1. Immediately notify their Field Instructor and Field Coordinator;
2. Complete any reporting requirements of the field placement agency.

Students who have been exposed may be expected to quarantine for 14 days. If the student is completing field in person at the agency, the student will need to notify their Field Instructor that they will not be able to report to the agency during the quarantine period. Students and Field Instructors should make a plan for how the student may continue with client services remotely, if possible, or address other field-related activities. It is critically important that the student communicate clearly and completely with the Field Instructor regarding the status of any assignments or client services to avoid disruption to agency services and operations.

If a student is feeling ill and unable to engage in field activities, the student should care for their own health and then resume field activities after recovery. The Field Instructor and Field Coordinator will assist the student in developing a plan for completion of all hours.

For students who will be providing client services from home via technology (Telesocialwork):

Complete the Confirmation of Field Addendum after discussing 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 telesocial work (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:
    a. [Telehealth Basics for Social Work Educators and Behavioral Health Clinicians Responding to COVID-19](#) (free—3 modules)