Employee COVID-19 Symptom Screening Job Aid

Introduction

Faculty, staff, and student employees: Use this job aid to complete the COVID-19 symptom screening tool and determine if you should arrive at a UW-Stevens Point location or not. It is critical to report accurate information via the symptom screening tool and to your supervisor to ensure UW-Stevens Point takes accurate steps to support the health and safety of all UW-Stevens Point faculty, staff, students, and visitors.

If you experience technical difficulties, contact Service Desk at 715-346-4357 (HELP).

If you are a student employee, see the Student Employees section before completing the form for the first time for complete guidance and tips.

If using the Daily Symptom Screening paper form, after reviewing and answering the form start at 2. Determine Next Steps and disregard the notes about the eForm display(s).

For additional information review the Employee Daily Symptom Screening Frequently Asked Questions.

Definitions:

**Quarantine:** Used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

**Isolate:** Used to separate people infected with SARS-CoV-2, the virus that causes COVID-19, from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

1. Review Your Symptoms Daily

1. Prior to leaving your residence for work, access Daily Symptom Screening Form.

   For easy access, bookmark the webpage on the device you will be using to complete the process each day.
The symptom screening tool form displays.

2. Answer yes or no to each of the questions.

2. Determine Next Steps

You Aren’t Experiencing Any Symptoms Listed within the Daily Symptom Screening Form

In the eForm, after clicking submit, a thank you notification displays.

You may go to a UW-Stevens Point location for work.
You ARE Experiencing One or More Symptoms Listed within the Daily Symptom Screening Form

In the eForm, after clicking submit, a notification for next steps displays.

1. Do not report to your worksite. If you happen to already be at a UW-Stevens Point worksite, return to your residence.
   
   a. Your supervisor will receive a message via the symptom screening tool.

2. Contact your supervisor for daily expectations (i.e. work from home or use leave for absence).

   Your health and safety are important! You are encouraged to contact your health care provider for guidance on further evaluation or testing. If you have severe symptoms (difficulty breathing, chest pain and/or difficulty arousing), call your provider immediately or if necessary, 911.

   If you do not have a personal health care provider, call one of the following COVID-19 Hotlines:

   Ascension: 1-833-981-0711
   Aspirus: 1-844-568-0701
   Marshfield Clinic: 1-877-998-0880

3. If you have been administered a coronavirus test under the advice of a health care professional, you are not to work at a UW-Stevens Point location until the results return as negative or, if you receive a positive test, self-isolate for the number of days set by CDC guidelines.

   a. If you receive a negative test result, contact your supervisor to discuss your return to work timeline based on the guidance you received from your health care provider, the county or state health department, or the CDC.

   If you receive a positive test result for coronavirus you are expected to notify your supervisor of the test result, self-isolate in accordance with the guidance you receive from your health care provider, the county or state health department, or the CDC, and discuss your return to work timeline.
Mistaken Screening Submission

If you submit the form with a mistaken response (i.e. a ‘no’ response when you meant ‘yes’ or a ‘yes’ response when you meant ‘no’) submit a second Daily Symptom Screening Form with the correct responses. Confirm the accurate screening for your supervisor. Discuss with your supervisor the appropriate expectations for the day based on the correct symptom screening information.

Refusal to Screen

If you decline to complete the COVID-19 daily symptom screening form, speak with your supervisor regarding your reason. If your reason falls under a protected category/reason, documentation may be required.

Managers and Supervisors

You will only receive an email when an employee answers ‘yes’ to a question within the daily symptom screening form.

To view which employees have completed a daily symptom screening form:

1. Go to the eForm system.
2. Click E-Forms.
   a. Click Knowledge View and Reports.
b. Click **COVID-19 Supervisor All Forms View** to view all responses or **COVID-19 Supervisor Positive Response View** to review only positive responses.

The listing of completed Daily Symptom Screening Forms by your employees will populate.

### Student Employees

If you have both a student account and a student employee account, the [Daily Symptom Screening Form](https://example.com) populates a student or employee screening tool based on the login used.

**When you need to go to a UW-Stevens Point location for work:**

A. If you if are going to be at a UW-Stevens Point location for coursework, studying, etc., prior to or after work, use your student account to complete the [Daily Symptom Screening Form](https://example.com). You do not need to complete more than one form per day unless you begin to experience symptoms and use the screening tool as a check.

   The student eForm is different than described in this job aid since it is student focused.

B. If you are only going to a UW-Stevens Point location for work on a particular day:

   a. If you do **not** have a student employee account:
      1. Use your student account to complete the [Daily Symptom Screening Form](https://example.com).
      2. If you answer yes to any of the COVID-19 symptoms within the screening tool, contact your supervisor/department following your supervisor’s notice expectations.
      3. Discuss expectations to work remotely, work an alternative schedule, or have the day off.

   b. If you **have** a student employee account:
      1. You may use your student employee account to complete the [Daily Symptom Screening Form](https://example.com).
         - The system should send a notification email to your supervisor as described in this job aid.
      2. If you answer yes to any of the COVID-19 symptoms within the screening tool, contact your supervisor/department following your supervisor’s notice expectations.
      3. Discuss expectations to work remotely, work an alternative schedule, or have the day off.