Daily Symptom Screening Guide for Supervisors

- Ensure employees have the Daily Symptom Screening Form and that they understand the expectations for completing the form. (See Employee Daily Symptom Screening Job Aid for more information)
  - Employees should complete the self-screening each day prior to leaving for work at a UWSP location.
    - The form does not need to be completed if the employee has the day off or is working remotely.
    - Individuals who have an unexpected absence need (whether COVID-19 related or not) also do not need to complete the screening form. Instead, they should contact the department following normal department procedures for an unplanned absence.
  - For employees who may need it (e.g. poor internet connection), provide a copy of the Daily Symptom Screening paper form.

- Communicate to employees expected to work in-person the following items:
  - The daily screening form submission expectation.
  - Provide/confirm how the employee should notify you/the department when they have answered yes to any of the COVID-19 symptoms and general expectations (i.e. upon notification discuss a plan for the day
    - During the notification discussion: If remote work is possible: ensure employee is well enough to work; if remote work is not possible, discuss alternative scheduling or if leave use is needed.

Employee Not Experiencing Any Symptoms Listed within the Daily Symptom Screening Form

Employees who are not experiencing any symptoms listed within the daily symptom screening form may go to a UW-Stevens Point location for work.

Employee IS Experiencing Any Symptoms Listed within the Daily Symptom Screening Form

Remember that the CDC guidelines for self-quarantine and self-isolation have changed and may continue to change. Ensure you look up the CDC self-quarantine and self-isolation guidance each time you are informed of an individuals’ positive response to the daily screening form and/or a notification of a positive coronavirus test result.

If an employee indicates that they are experiencing symptoms which could be indicative of COVID-19, after the submission of the form, the system will direct them to call their supervisor and return their residence if they already happen to be at a UW-Stevens Point location.

In these scenarios, ensure the following:
- Maintain the mindset of ensuring safety and support.
• If you happen to have serious concerns that an employee is making a fictitious claim about symptoms, contact Human Resources.

• The employee should not report to their UW-Stevens Point location. If the employee is at a UW-Stevens Point location, send them home.

• Refer the employee to their healthcare provider, the county or state health department, or the CDC for further assessment and remind them if they experience severe symptoms to call 911.

   Although safety and health of employees is important, do not require an employee to seek medical guidance or get testing.

• If an employee shares they had a coronavirus test performed at the guidance of a health care provider, instruct the employee to self-quarantine and contact you once they receive the results to discuss their return to work timeline based on the guidance they have received from a health care provider, the county or state health department, or the CDC.

   Although individuals do not have to disclose coronavirus test results, employees who test positive for coronavirus and recently worked at a UW-Stevens Point location (within the timelines listed by CDC guidelines for self-quarantine and/or self-isolation) are expected to report a positive coronavirus result to their supervisor.

   If an employee informs you that they tested positive for coronavirus, keep the information confidential. Follow the steps of the decision tree within Pivot Point appendices available on the UWSP Coronavirus Website (watch for communication on when the decision tree is available) to ensure proper contract tracing and reporting.

• Discuss options/expectations for the isolation period: work remotely or if the employee is taking leave.

   o If an employee is not able to work due to self-quarantine or self-isolation and they are unable to work remotely, they may use COVID-19 paid leave or another type of leave in accordance with UWS Interim COVID-19 Leave Policy (1200-Interim 02). If they do not have leave, reference the Leave Without Pay (LWOP) information available on the Human Resources COVID-19 page.

   Employees do not need to provide an off-work or return-to-work note. Medical documentation may be needed to qualify for FMLA, eFMLA, or ADA. Additionally, if you become aware that an individual is off work longer than self-quarantine and self-isolation CDC guidance timeframes due a medical issue other than COVID-19 or complications thereof, please contact Human Resources.
Verifying Daily Symptom Screening Form Completion

See the Manager section of the Employee Daily Symptom Screening Job Aid.

Mistaken Screening Submission

If an employee completes the form with a mistaken response (i.e. meant to respond ‘no’ but meant ‘yes’ or responded ‘yes’ when meant ‘no’):

1. Have the employee complete a second Daily Symptom Screening Form with the correct responses.
2. Review your knowledge view within the e-Form system to ensure the correct one was submitted. To access your knowledge view, see the Manager section of the Employee Daily Symptom Screening Job Aid.
3. Discuss your expectations with the individual based on the correct response information.

Refused Screening

If an employee refuses to complete the Daily Screening Form prior to entering the work site, speak with the employee to determine their reason for refusal. Contact Human Resources.

An Employee at Work is Experiencing/Showing Coronavirus Symptoms

After speaking with the employee, if you determine it is necessary, you may send the employee home and encourage them to contact their provider. The employee is expected to take paid leave for any missed work time in accordance with accrued leave which may be used in accordance with UWS leave policies: UWS 1200- Interim 02, UWS 1212, UWS 1210, and UWS 1211. If no paid leave is available, the employee will need to take a Leave Without Pay (LWOP) (Reference the Human Resources COVID-19 page).