

Employee Daily Health Screening Orientation

v2, 8.11.20

*A Teams Live Event for UVM
Supervisors and Employees*

Hosted by the
Chief Risk Officer

Aug 6	3:00 p.m. – 4:00 p.m.
Aug 10	2:00 p.m. – 3:00 p.m.
Aug 12	9:00 a.m. – 10:00 a.m.

[JOIN LIVE EVENT](#) (same link for all sessions)



The University of Vermont

PANEL



Al Turgeon
Chief Risk &
Public Safety
Officer



Michelle Paavola, MD
Director, Center for
Health and Wellbeing



Rodman Cory
Labor & Employee
Relations Specialist



Tessa Lucey
Director of
Compliance
Services &
Chief Privacy
Officer

Moderator: Al Turgeon



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healthcheck.uvm.edu/employee

Self Check-in Supervisor View

HEALTH CHECK-IN

You must fill out this form every workday unless you exclusively work remotely or are taking approved time off. Complete this form before arriving to work. [Privacy information](#)

1. Are you planning on coming to a UVM facility today?

☐ Yes ☐ No

2. What is the NetID of your supervisor or designee?

Type the NetID of your supervisor or the individual (e.g., an HR Rep or manager) who was designated to receive this information in your unit.

Submit



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HEALTH CHECK-IN

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Privacy laws prohibit UVM from disclosing certain personal or medical/health information to anyone without a need to know. In the interest of public safety and to protect the UVM community, the responses to your daily symptom check will be available to the person that you have identified in the last question. Please verify the NetID before you submit your daily health check. Your responses may also be available to others, including select members of the Health & Safety Committee, who have a legitimate need to know. However, the use of this information is limited only to those with a responsibility to keep the workplace safe. Any additional access, use or disclosure is prohibited.


Employee Health Check-in

https://healthcheck.uvm.edu/employee

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Privacy information

1. Are you planning on coming to a UVM facility today?

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2. What is the NetID of your supervisor or designee?

tlucey

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Submit

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Self Check-in Supervisor View

HEALTH CHECK-IN

Thank you for submitting your Health Check-In form. If circumstances change and you plan to come to a UVM facility today, please login and update your response.

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Self Check-in Supervisor View

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Submit

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before arriving to work. [Privacy information](#)

1. Are you planning on coming to a UVM facility today?

☒ Yes ☐ No

2. In the past 72 hours, have you developed any of the following symptoms that cannot be attributed to a pre-existing condition?

- ☐ Cough
- ☐ Shortness of breath or difficulty breathing
- ☐ Fever or chills
- ☐ New loss of taste or smell
- ☐ Sore throat

☐ Yes ☒ No

Fever is defined as subjective fever (feeling feverish, or experiencing fatigue, chills, muscle aches, headache), or a measured temperature of 100.4°F (38°C) or higher.

3. In the past 72 hours, have you developed any of the following symptoms that cannot be attributed to another condition?

- ☐ Fatigue
- ☐ Muscle or body aches
- ☐ Headache
- ☐ Congestion or runny nose
- ☐ Nausea or vomiting
- ☐ Diarrhea

☐ Yes ☒ No

4. Today or in the past 14 days, have you been in close contact with a person who has, or is suspected by a medical professional to have, COVID-19?

Close contact is defined as being less than six feet from an infected person for at least fifteen minutes.

☐ Yes ☒ No

5. Have you traveled outside Vermont in the past 14 days for non-essential reasons?

☐ Yes ☒ No

Essential travel includes travel for personal safety, medical care, care of others, parental shared custody, for food, beverage or medicine, or to perform work for businesses that are currently allowed to operate.

6. What is the NetID of your supervisor or designee?

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HEALTH CHECK-IN

Based on your responses, you are cleared for in-person work today, Friday, July 31.

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2. In the past 72 hours, have you developed any of the following symptoms that cannot be attributed to a pre-existing condition?

- ☐ Cough
- ☐ Shortness of breath or difficulty breathing
- ☐ Fever or chills
- ☐ New loss of taste or smell
- ☐ Sore throat

☐ Yes ☒ No

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- ☐ Diarrhea

☒ Yes ☐ No

4. Today or in the past 14 days, have you been in close contact with a person who has, or is suspected by a medical professional to have, COVID-19?

Close contact is defined as being less than six feet from an infected person for at least fifteen minutes.

☐ Yes ☒ No

5. Have you traveled outside Vermont in the past 14 days for non-essential reasons?

☐ Yes ☒ No

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Self Check-in Supervisor View


HEALTH CHECK-IN

www.healthvermont.gov/sites/default/files/documents/pdf/COVID-19-What-employers-should-do-if-their-employee-tests-positive.pdf

Your response suggests that you may be at risk for having COVID-19.

 Please contact your healthcare provider to discuss your symptoms and call your supervisor to inform them that you will not be able to work from a UVM facility today.

 You may not return to a UVM facility until you have been cleared by a healthcare provider.

 If your healthcare provider recommends you for a COVID-19 test, please inform them that you are eligible for on-campus COVID testing. Please contact the COVID-19 Information and Service Center for further information about on-campus COVID testing.

COVID-19 Information and Service Center

 UVM.Strong@uvm.edu

 802-656-1010

healthcheck.uvm.edu/employee

5. Have you traveled outside Vermont in the past 14 days for non-essential reasons?

☒ Yes ☐ No

1. In what country did you travel? Other

2. In what state did you travel? All locations

3. In what city/county did you travel? All locations

Essential travel includes travel for personal safety, medical care, care of others, parental shared custody, for food, beverage or medicine, or to perform work for businesses that are currently allowed to operate.

6. What is the NetID of your supervisor or designee? tlucey

Type the NetID of your supervisor or the individual (e.g., an HR Rep or manager) who was designated to receive this information in your unit.

Submit



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HEALTH CHECK-IN

Your responses suggest that you may have been exposed to COVID-19 through recent travels and may need to self-quarantine.

Please call your supervisor to inform them and contact the Vermont Department of Health at 802-863-7240 for next steps.

Self Check-in Supervisor View

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5. Have you traveled outside Vermont in the past 14 days for non-essential reasons?

☒ Yes ☐ No

1. In what country did you travel? United States

2. In what state did you travel? Maine

3. In what city/county did you travel? York

Essential travel includes travel for personal safety, medical care, care of others, parental shared custody, for food, beverage, or other necessities. Travel for other reasons is not currently allowed to operate.

6. What is the NetID of your supervisor or designee? tlucey

Type the NetID of your supervisor or the individual (e.g., an HR Rep or manager) who was designated to receive this information.

Submit



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HEALTH CHECK-IN

Based on your responses, you are cleared for in-person work today, Friday, July 31.

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5. Have you traveled outside Vermont in the past 14 days for non-essential reasons?

☒ Yes ☐ No

1. In what country did you travel? United States

2. In what state did you travel? Florida

3. In what city/county did you travel? Broward

Essential travel includes travel for personal safety, medical care, care of others, parental shared custody, for food, beverage, or other necessities that are currently allowed to operate.

6. What is the NetID of your supervisor or designee? tlucey

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Self Check-in Supervisor View

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In A Nutshell

- Question 1 – Are you planning on coming to a UVM facility today?
 - If the response is “NO,” the employee is done. If the response is “YES,” the employee needs to fill out questions 2-5.
- Health Questions 2-5 – Symptoms, Contact and Travel
 - If the response is “NO” to all, the employee can come to work.
 - If the response to one or more of questions 2-5 is “YES,” there needs to be action.
- FOR QUESTION 5 ONLY:
 - If the response to question 5 is “NO” or if the employee responds “YES” and has traveled to a “safe county,” employee can come to work.
 - If the response to question 5 is “YES” and the employee has traveled to a county that requires quarantine or to another country, there needs to be action.

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Employee Health Check-in

https://healthcheck.uvm.edu/supervisor

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Supervisor View

HEALTH CHECK-IN: SUPERVISORS

Supervisor's responsibility to oversee daily health checks of their employees includes:

1. Ensure all non-student employees you supervise have completed the screening form unless they exclusively work remotely or are taking approved time off.
2. For student employees, ask the student to show you verification that they have completed the student health screening that day.
3. If an employee has responded "yes" to one or more of the health screening questions, the employee may not work from a UVM facility today and may not return to work unless they are cleared by their healthcare provider.

[What does "cleared" mean?](#)

An employee whose responses to questions 2, 3, or 4 (symptoms and close contact) indicate that they "may be at risk for having COVID-19" may not return to a UVM facility until COVID-19 is ruled out. COVID-19 may be ruled out with a negative test result, or by a healthcare provider determining that the symptoms are not due to COVID-19. Written documentation from the healthcare provider is not required, but the employee must verify that they tested negative, or that they received this determination from their healthcare provider. To read the guidelines from the Vermont Department of Health, [check here](#).

An employee whose response to question 5 (travel) indicates that they need to quarantine, may not return to a UVM facility until they have successfully satisfied the State of Vermont quarantine requirements (currently 14 days without symptoms or 7 days without symptoms followed by a negative test result).

4. If none of your employees have checked off any of the 4 COVID-19 specific areas of inquiry, no further action is required today.
5. Review the dashboard daily.

Supervisors Click Here

Draft Language

HEALTH CHECK-IN: SUPERVISORS

Supervisor's responsibility to oversee daily health checks of their employees includes:

1. Ensure all non-student employees you supervise have completed the screening form unless they exclusively work remotely or are taking approved time off.

2. For student employees, ask the student to show you verification that they have completed the student health screening that day.

3. If an employee has responded "yes" to one or more of the health screening questions, the employee may not work from a UVM facility today and may not return to work unless they are cleared by their healthcare provider.
- What does "cleared" mean?

An employee whose responses to questions 2, 3, or 4 (symptoms and close contact) indicate that they "may be at risk for having COVID-19" may not return to a UVM facility until COVID-19 is ruled out. COVID-19 may be ruled out with a negative test result, or by a healthcare provider determining that the symptoms are not due to COVID-19. Written documentation from the healthcare provider is not required, but the employee must verify that they tested negative, or that they received this determination from their healthcare provider. To read the guidelines from the Vermont Department of Health, [check here](#).

An employee whose response to question 5 (travel) indicates that they need to quarantine, may not return to a UVM facility until they have successfully satisfied the State of Vermont quarantine requirements (currently 14 days without symptoms or 7 days without symptoms followed by a negative test result).

4. If none of your employees have checked off any of the 4 COVID-19 specific areas of inquiry, no further action is required today.
5. Review the dashboard daily.

CHECK-INS
4

PERMITTED ON-SITE
1

POTENTIALLY EXPOSED
2

Today ▾

Name	Working On-Site	Symptoms or Exposure	Travel Quarantine
rcory	No check-in today		
tlucey	-	-	-
sdell	✓	-	-
mpaavola	🚫	-	!

CHECK-INS

4

PERMITTED ON-SITE

1

POTENTIALLY EXPOSED

2

Today ▾

Name	Working On-Site	Symptoms or Exposure	Travel Quarantine
rcory	No check-in today		
tlucey	-	-	-
sdell	✓	-	-
mpaavola	⊘	-	!
aturgeon	⊘	!	-

Can the employee come to a UVM facility today?

Working On-Site

Reported symptoms or contact with someone diagnosed with COVID-19

Symptoms or Exposure

Travel within the past 14 days outside Vermont to locations with high COVID-19 infection rate

Travel Quarantine

COVID-19 Information and Service Center
UVM.Strong@UVM.edu
 802-656-1010

No check-in today

A yellow row that says "No check-in today" means that the employee has not filled out their daily health check-in form.

- Dash under column 1 means employee is not coming into a UVM facility today but they have filled out the form.
- ✓ Check mark in column 1 means employee is coming into a UVM facility today and has been cleared for on-site work.



A red circle with a line through it means that the employee was supposed to be coming into a UVM facility but they have not been cleared for on-site work.



A red exclamation point in column 2 or 3 indicates the reason why they were not cleared for on-site work.

QUESTIONS??



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