

IMPORTANT UPDATE FOR SUPERVISORS/DESIGNEES EMPLOYEE HEALTH CHECK-IN FORM

LINK DIRECTLY TO THE DAILY HEALTH CHECK-IN FORM

Since the implementation of the employee health check-in form, Supervisors/Designees ("S/D") have been responsible to ensure that all employees¹ fill out a daily health screening prior to arrival in order to be cleared to work in a UVM facility or at a UVM location ("UVM site") for that day. Employees who do not receive the green "cleared" message are not allowed to work at a UVM site.

HEALTH CHECK-IN

Based on your responses, you are cleared for in-person work today, Monday, October 19.

Not being cleared to work at a UVM site does not mean an employee cannot work at all. Employees not receiving clearance may work remotely if approved by their S/D; however, they cannot come to a UVM site without this clearance.

Based on feedback received, the Health & Safety Committee and Enterprise Technology Services have updated the form so it will both confirm that S/D's have addressed restrictions and provide S/D's with the ability to clear certain restrictions.

The Supervisor View will now have a new dashboard summary box and a new column.

DASHBOARD UPDATES:

On the dashboard, you will continue to see totals for CHECK-INS, PERMITTED ON SITE, and POTENTIALLY EXPOSED. You will now have a fourth box called EXPOSED & NOT CLEARED.

CHECK-INS 2	PERMITTED ON-SITE 0	POTENTIALLY EXPOSED EXPOSED & NOT CLEARED



¹ Employees who are working 100% remote are exempt from the daily health check-in requirement; however, if they need to come to campus for any reason, they would fill it out on the day of their visit but before arrival to a UVM site. Employees who work on or at a UVM location, regardless of whether they are 100% on-site or less, must fill out the form every day even on days they are not scheduled to be onsite.



Those who have received any sort of restriction will show up in the **POTENTIALLY EXPOSED** box. Those who have not been addressed by the S/D, will be in the new **EXPOSED & NOT CLEARED** box. The **EXPOSED & NOT CLEARED** box. The **EXPOSED & NOT CLEARED** numbers will change if a S/D have cleared the restriction.

COLUMN UPDATES:

In the Supervisor View, there is now a 6th column called "**Status Updates**". In that column, there is a button that will allow S/D's the ability to either:

- 1. Document that they have confirmed the restriction, or
- 2. Document that the employee has been otherwise cleared to come to a UVM site.

Options available to the S/D will depend on the reason for the restriction.

Today 👻 🛛 Fil	ter 🝷			
Faculty/Staff	Student Employees			
Name	Affiliation	Working On-Site	Symptoms or Exposure	Travel Quarantine Status Updates

RESTRICTIONS DUE TO SYMPTOMS:

If an employee answers "Yes" to either question 1 or question 2 (symptom questions), they receive the following instructions:

The University of Vermont
HEALTH CHECK-IN
 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

Employees are, therefore, prohibited from being at a UVM site until they have been cleared by a healthcare provider. The Supervisor View will show the employee in a restricted status in three places: (i) in the **POTENTIALLY EXPOSED** box, (ii) in the **EXPOSED & NOT CLEARED** box, and (iii) in the employee list.



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	HEALTH CH	IECK-IN: S	SUPERVIS	ORS			
	Supervisor's respor	nsibility to overse	e daily health che	ecks of their employees	includes:		
	 Ensure all non-str time off. For student empl If an employee ha may not return to If each employee Review the dasht CHECK-INS 2 Today Filter 	udent employees yo oyees, ask the stud is responded "yes" work unless they a you expect to be or board daily. PERMITTED ON 0 dent Employees	ent to show veri to one or n the re cleared by n campus for the N-SITE PC 1	Interpreted the screening form fication that they have com the health screening question withcare provider. What the provider with the provides the health che Interpreted to the screening of the screening Interpreted to the screening of the scr	n unless they exc npleted the studen ns, the employee does "cleared" mee tok in and there an EXPOSED 1	clusively work remotely nt health screen may not work an? re no alerts, rr her D & NOT CLEARED	or are taking approved at day. JVM facility today and r action is required.
	Name	Affiliation	Working On-Site	Symptoms or Exp	oosure T	ravel Quarantine	Status Updates
	est Employee	Staff	-	-		-	-
	Test Employee 2	Staff	0	Ţ		-	Symptom status

With the recent update, when the S/D click's on the red "Symptom status" button, they will be able to select from the following status checks:

The University of W	armont	NetID's S	Status		×	Se	If Check-in Supervisor Vi
The University of Vo	ermont	Cleared to	return:				
HEALTH CH	HECK-IN:	Received provider/	d clearance from ti /negative test resu	heir healthcare Ilt.			
Supervisor's respo	nsibility to overse	Not cleared	to return:				
1. Ensure all non-st time off.	udent employees y	Not clear	red for return to o	n-site work.		ely work remotely	or are taking approved
2. For student emp 3. If an employee h may not return to	loyees, ask the stud as responded "yes" o work unless they a	Awaiting	clearance.			alth screening that not work from a l	at day. UVM facility today and
4. If each employee 5. Review the dash	e you expect to be o board daily.			Reset St	tatus Save	alerts, no further	raction is required.
CHECK-INS 2	PERMITTED OI	N-SITE	POTENTIALLY	YEXPOSED	EXPOSED &	NOT CLEARED	
Today - Filter -	1						
Faculty/Staff St	udent Employees						
Name	Affiliation	Working On	n-Site Syr	mptoms or Exposu	ıre Trav	el Quarantine	Status Update
Test Employee	Staff	-		-		-	-
Test Employee 2	Staff	0		!		-	Symptom status





If the employee has received clearance from their healthcare provider or has received a negative test result², the S/D would select the top option. When doing so, the restriction on the Supervisor View would show that the employee can come to a UVM site. In order for S/D's to easily identify the category of the original restriction, the list will continue to show the red exclamation point; however the red shading will go away, the symptom status box turns white, and the **EXPOSED & NOT CLEARED** box number adjusts accordingly.

The Univ	versity of Ve	rmont			
HE	EALTH CH	ECK-IN: SUPE	RVISORS		
Sup	ervisor's respons	sibility to oversee daily h	ealth checks of their employe	ees includes:	
1. 2. 3.	. Ensure all non-stu- time off. . For student emplo . If an employee has may not return to	dent employees you supervis yees, ask the student to sho s responded "yes" to one or i work unless they are cleared	se have completed the screening f w you verification that they have o more of the health screening ques by their healthcare provider.	form unless they exclusively work remo completed the student health screening stions, the employee may not work for hat does "cleared" mean?	tely or are taking approved day. //M facility today and
4. 5.	. If each employee y . Review the dashbo	you expect to be on campus pard daily.	for the day completes the health of	check in and there are no alerty	/ ther action is required.
2	HECK-INS	PERMITTED ON-SITE	POTENTIALLY EXPOSED	EXPOSED & NOT CLEARED O	1
Тоо	day 🕶 🛛 Filter 👻				<u>_</u>
Fa	culty/Staff Stuc	dent Employees	\wedge		
Na	me	Affiliation Working) On-Site vmptoms or I	Exposure Travel Quarantine	Status Updates
Tes	st Employee	Staff		-	-
Tes	st Employee 2	Staff	2	-	Symptom status

If the employee has not been cleared, the S/D would select the 2nd or 3rd option as a response. In both cases, the red shading indicating that the restriction is still in place remains; however, the Symptom status button changes from solid red to shaded red indicating that the S/D has confirmed the status.

² Employees are free, on their own accord, to provide S/D's with documentation of a negative test result; however, due to privacy concerns, S/D's should not retain this documentation. Furthermore, S/D's are not permitted to require that employees provide documentation. S/D's should consult with their LER Representative if they have concerns about information provided.



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Supervisor's respo	onsibility to oversee daily h	nealth checks of their employees ir	ncludes:	
time off. 2. For student em 3. If an employee may not return 4. If each employe 5. Review the das	ployees, ask the student to sho has responded "yes" to one or to work unless they are clearer he you expect to be on campus hboard daily.	ow you verification that they have comp more of the health screening questions d by their healthcare provider. What de for the day completes the health check	leted the student health screening , the employee may not work fro ses "cleared" mean? kin and there are no alerts,	y. If facility today a action is required.
CHECK-INS 2	PERMITTED ON-SITE	POTENTIALLY EXPOSED 1	EXPOSED & NOT CLEARED 1	
Today - Filter				
Faculty/Staff S	tudent Employees			

RESTRICTIONS DUE TO CONTACT:

If an employee was in close contact with someone who has or is suspected (by a medical professional) to have COVID-19, they will receive these instructions:

HEALTH CHECK-IN



Employees are, therefore, prohibited from being at a UVM site until they have completed quarantine. The Supervisor view will show the employee in a restricted status. Clicking on the "Contact status" button brings up the following options:





		NetID's Status		×		Self C
The University of Vermont		Cleared to return:				
HEALTH CI	HECK-IN: S	Completed 14-day q	uarantine without symptoms.			
Supervisor's respo	nsibility to overse	Completed 7-day qu	arantine and received negative te	st		
1. Ensure all non-st time off	tudent employees yo	result.			ely work remotely	or are taking approved
2. For student emp	loyees, ask the stud	Not cleared to return:			alth screening that	at day.
3. If an employee h may not return to	as responded "yes" o work unless they a	Currently in quaranti	ne.		not work from a	UVM facility today and
4. If each employee	e you expect to be o				alerts, no further	action is required.
5. Review the dash	board daily.		Reset Status	Save		
CHECK-INS	PERMITTED ON	-SITE POTEN	FIALLY EXPOSED EXP	OSED &	NOT CLEARED	
2	0	1	1			
Today * Filter *	udent Employees					
Nome	Affiliation	Working On Site	Sumatomo or Evincouro	Trout	ol Querentine	Status Und
ivai/ie	Annauon	Horking On-Site	Symptoms or Exposure	Trave	er guarantine	
Test Employee	Staff	-	-		-	-
Test Employee 2	Staff	0	1		-	Contact status

Similar to the other restrictions, if the employee has completed quarantine, the S/D would select the appropriate quarantine response and the restriction on the Supervisor View would show that the employee can come to a UVM site. In order for S/D's to easily identify the category of the original restriction, the list will continue to show the red exclamation point; however the red shading will go away, the symptom status box turns white, and the **EXPOSED & NOT CLEARED** box number adjusts accordingly.

HEALTH C	HECK-IN: SUPER	VISORS		
Supervisor's resp	onsibility to oversee daily hea	Ith checks of their employees i	includes:	
time off. 2. For student em 3. If an employee may not return 4. If each employe 5. Review the das	ployees, ask the student to show has responded "yes" to one or mo to work unless they are cleared by te you expect to be on campus for board daily.	you verification that they have composed the screening torm pore of the health screening question y their healthcare provider. What the day completes the health chec	values drey exclusively work fernor pleted the student health screenin s, the employee may not work fr oes "cleared" mean? k in and there are no alert	adving approve day. /M facility today and action is required.
CHECK-INS 2	PERMITTED ON-SITE	POTENTIALLY EXPOSED 1	EXPOSED & NOT CLEARED O	
Today 👻 🛛 Filter				
Faculty/Staff S	tudent Employees			
Name	Affiliation Working C	on-Site sons or Expo	osure Travel Quarantine	Status Updates





RESTRICTIONS DUE TO TRAVEL:

If an employee traveled to a county that has been marked as "unsafe" according to the <u>Vermont ACCD cross-state</u> <u>travel map</u>, or if they traveled to a county while it was safe but it flipped to unsafe after they returned, they will receive the following instructions:

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.

Employees who traveled to an "unsafe" county are prohibited from being at a UVM site until they have (i) completed a 14-day quarantine without symptoms, (ii) completed a 7-quarantine followed by a negative test, or (iii) received clearance from the VT Department of Health. Employees who traveled to a county while it was safe but flipped after they returned are not required to quarantine.

If an employee shows up with a travel restriction, the S/D can click on the Travel status button and choose from one of the following options:

The University of Vermont	NetID's Status	×	Self Check-in Su	
	Cleared to return:			
HEALTH CHECK-IN: \$	Completed 14-day quarantine without symptoms.			
Supervisor's responsibility to overse	Completed 7-day quarantine and received negative test	t		
1. Ensure all non-student employees yo	result.		ely work remotely or are taking ap	
time off. 2. For student employees, ask the stud 3. If an employee has responded "yes"	Traveled to a county that was safe at the time of travel but is now marked as unsafe.		alth screening that day. not work from a UVM facility toda	
may not return to work unless they a 4. If each employee you expect to be o	Received clearance from their healthcare provider.		alerts, no further action is require	
5. Review the dashboard daily.	Not cleared to return:			
CHECK-INS PERMITTED OF	Currently in quarantine.		IOT CLEARED	
2 0	Awaiting clearance.			
Today 👻 Filter 👻	More information needed.			
Faculty/Staff Student Employees	Reset Status	Save		
Name Affiliation			l Quarantine Status Updar	
Test Employee Staff	· ·			ζ
Test Employee 2 Staff	0 -		I Travel status	

Similar to the symptom status updates, if one of the green options applies, the exclamation point remains, the red shading will be removed, the Travel update button will turn white and the **EXPOSED & NOT CLEARED** total is adjusted.





HEALTH	HECK-IN: SUPE	RVISORS		
Supervisor's resp	onsibility to oversee daily h	ealth checks of their employees i	ncludes:	
 Ensure all non- time off. For student en If an employee may not return If each employ Review the da 	student employees you supervi ployees, ask the student to sho has responded "yes" to one or to work unless they are cleared ee you expect to be on campus ihboard daily.	se have completed the screening form w you verification that they have comp more of the health screening question: I by their healthcare provider. What d for the day completes the health chec	unless they exclusively work remotely bleted the student health screening s, the employee may not work fr oes "cleared" mean? k in and there are no alerts, the remotest	or are taking approv day. VM facility today an action is required.
CHECK-INS 2	PERMITTED ON-SITE O	POTENTIALLY EXPOSED 1	EXPOSED & NOT CLEARED O	
	•			
Filter			\wedge	
Faculty/Staff	Student Employees			
Faculty/Staff S	Affiliation Working	g On-Site Symptoms or Expo	osure vel Quarantine	Status Updates

S/D's who have questions regarding clearance or who are not certain whether clearance is appropriate should contact UVM Strong at <u>UVM.Strong@uvm.edu</u> or (802) 656-1010.

