



# 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 employees<sup>1</sup> 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.

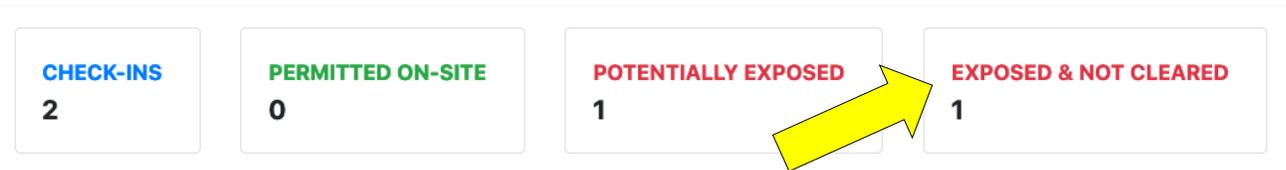
Not being cleared to work at a UVM site does not mean an employee cannot work at all. Employees not receiving clearance may work remotely if approved by their S/D; however, they cannot come to a UVM site without this clearance.

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**.



<sup>1</sup> 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.



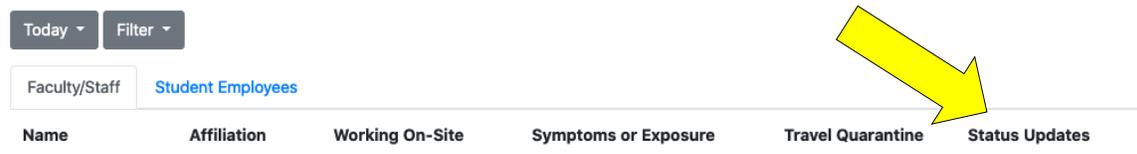
Those who have received any sort of restriction will show up in the **POTENTIALLY EXPOSED** box. Those who have not been addressed by the S/D, will be in the new **EXPOSED & NOT CLEARED** box. The **EXPOSED & NOT CLEARED** numbers will change if a S/D have cleared the restriction.

### COLUMN UPDATES:

In the Supervisor View, there is now a 6<sup>th</sup> 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.



### RESTRICTIONS DUE TO SYMPTOMS:

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

The image shows a screenshot of a 'HEALTH CHECK-IN' notification from The University of Vermont. The notification has a yellow background and contains the following text:

**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.



**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 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 a healthcare provider. [What does "cleared" mean?](#)
4. If each employee you expect to be on campus for the next 72 hours completes the health check in and there are no alerts, no further action is required.
5. Review the dashboard daily.

**CHECK-INS**

2

**PERMITTED ON-SITE**

0

**POTENTIALLY EXPOSED**

1

**EXPOSED & NOT CLEARED**

1

Today ▾ Filter ▾

Faculty/Staff **Student Employees**

Name	Affiliation	Working On-Site	Symptoms or Exposure	Travel Quarantine	Status Updates
<a href="#">Test Employee</a>	Staff	-	-	-	-
<a href="#">Test Employee 2</a>	Staff	🚫	!	-	<a href="#">Symptom status</a>

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:

**NetID's Status** ✕

Cleared to return:

Received clearance from their healthcare provider/negative test result.

Not cleared to return:

Not cleared for return to on-site work.

Awaiting clearance.

Reset Status
Save

**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 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 a healthcare provider.
4. If each employee you expect to be on campus for the next 72 hours completes the health check in and there are no alerts, no further action is required.
5. Review the dashboard daily.

**CHECK-INS**

2

**PERMITTED ON-SITE**

0

**POTENTIALLY EXPOSED**

1

**EXPOSED & NOT CLEARED**

1

Today ▾ Filter ▾

Faculty/Staff **Student Employees**

Name	Affiliation	Working On-Site	Symptoms or Exposure	Travel Quarantine	Status Updates
<a href="#">Test Employee</a>	Staff	-	-	-	-
<a href="#">Test Employee 2</a>	Staff	🚫	!	-	<a href="#">Symptom status</a>



If the employee has received clearance from their healthcare provider or has received a negative test result<sup>2</sup>, 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.

**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 form today.
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?](#)
4. If each employee you expect to be on campus for the day completes the health check in and there are no alerts, no further action is required.
5. Review the dashboard daily.

**CHECK-INS**  
2

**PERMITTED ON-SITE**  
0

**POTENTIALLY EXPOSED**  
1

**EXPOSED & NOT CLEARED**  
0

Today Filter

Faculty/Staff Student Employees

Name	Affiliation	Working On-Site	Symptoms or Exposure	Travel Quarantine	Status Updates
Test Employee	Staff	-	-	-	-
Test Employee 2	Staff	✓	!	-	Symptom status

If the employee has not been cleared, the S/D would select the 2<sup>nd</sup> or 3<sup>rd</sup> 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.

<sup>2</sup> 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.



The University of Vermont

### 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 form today.
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?](#)
4. If each employee you expect to be on campus for the day completes the health check in and there are no alerts, no action is required.
5. Review the dashboard daily.

**CHECK-INS**

2

**PERMITTED ON-SITE**

0

**POTENTIALLY EXPOSED**

1

**EXPOSED & NOT CLEARED**

1

Today ▾ Filter ▾

Faculty/Staff **Student Employees**

Name	Affiliation	Working On-Site	Symptoms or Exposure	Travel Quarantine	Status Update
<a href="#">Test Employee</a>	Staff	-	-	-	-
<a href="#">Test Employee 2</a>	Staff	⊘	!	-	<a href="#">Symptom status</a>

### 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

**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 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**

Cleared to return:

- Completed 14-day quarantine without symptoms.
- Completed 7-day quarantine and received negative test result.

Not cleared to return:

- Currently in quarantine.

Reset Status Save

**HEALTH CHECK-IN: SUPERVISORS**

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

- Ensure all non-student employees you supervise have completed the screening form unless they exclusively work remotely or are taking approved time off.
- For student employees, ask the student to show you verification that they have completed the student health screening form that day.
- 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?](#)
- If each employee you expect to be on campus for the day completes the health check in and there are no alerts, no further action is required.
- Review the dashboard daily.

CHECK-INS: 2    PERMITTED ON-SITE: 0    POTENTIALLY EXPOSED: 1    EXPOSED & NOT CLEARED: 1

Today Filter

Faculty/Staff Student Employees

Name	Affiliation	Working On-Site	Symptoms or Exposure	Travel Quarantine	Status Updates
Test Employee	Staff	-	-	-	-
Test Employee 2	Staff	🚫	!	-	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 CHECK-IN: SUPERVISORS**

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

- Ensure all non-student employees you supervise have completed the screening form unless they exclusively work remotely or are taking approved time off.
- For student employees, ask the student to show you verification that they have completed the student health screening form that day.
- 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?](#)
- If each employee you expect to be on campus for the day completes the health check in and there are no alerts, no further action is required.
- Review the dashboard daily.

CHECK-INS: 2    PERMITTED ON-SITE: 0    POTENTIALLY EXPOSED: 1    EXPOSED & NOT CLEARED: 0

Today Filter

Faculty/Staff Student Employees

Name	Affiliation	Working On-Site	Symptoms or Exposure	Travel Quarantine	Status Updates
Test Employee	Staff	-	-	-	-
Test Employee 2	Staff	✅	!	-	Contact status



## RESTRICTIONS DUE TO TRAVEL:

If an employee traveled to a county that has been marked as “unsafe” according to the [Vermont ACCD cross-state travel map](#), 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:

**NetID's Status**

Cleared to return:

- Completed 14-day quarantine without symptoms.
- Completed 7-day quarantine and received negative test result.
- Traveled to a county that was safe at the time of travel but is now marked as unsafe.
- Received clearance from their healthcare provider.

Not cleared to return:

- Currently in quarantine.
- Awaiting clearance.
- More information needed.

Buttons: Reset Status, Save

Main Dashboard Elements:

- HEALTH CHECK-IN: S
- Supervisor's responsibility to oversee
- CHECK-INS: 2
- PERMITTED ON: 0
- Today, Filter
- Faculty/Staff, Student Employees
- Table with columns: Name, Affiliation, Working on site, Symptoms or Exposure, Travel Quarantine, Status Update
- Row 1: Test Employee, Staff, -, -, -, -
- Row 2: Test Employee 2, Staff, !, -, !, 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 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 form today.
3. If an employee has responded "yes" to one or more of the health screening questions, the employee may not work from the UVM facility today and may not return to work unless they are cleared by their healthcare provider. [What does "cleared" mean?](#)
4. If each employee you expect to be on campus for the day completes the health check in and there are no alerts, no further action is required.
5. Review the dashboard daily.

<b>CHECK-INS</b> 2	<b>PERMITTED ON-SITE</b> 0	<b>POTENTIALLY EXPOSED</b> 1	<b>EXPOSED &amp; NOT CLEARED</b> 0
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Today ▾ Filter ▾

Faculty/Staff [Student Employees](#)

Name	Affiliation	Working On-Site	Symptoms or Exposure	Travel Quarantine	Status Updates
<a href="#">Test Employee</a>	Staff	-	-	-	-
<a href="#">Test Employee 2</a>	Staff	✓	-	!	<input type="button" value="Travel status"/>

S/D's who have questions or who are not certain whether clearance is appropriate should contact UVM Strong at [UVM.Strong@uvm.edu](mailto:UVM.Strong@uvm.edu) or (802) 656-1010.