

COVID-19 SELF-SCREENING

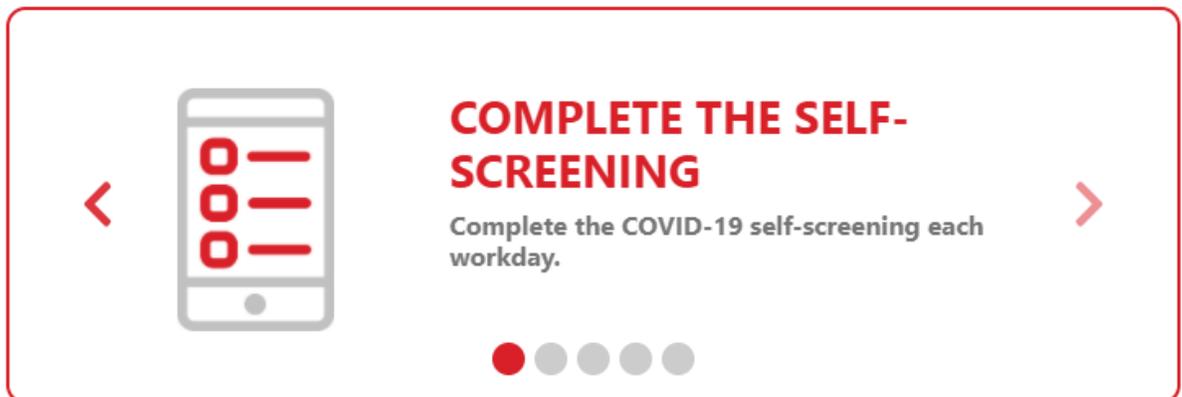
All San Joaquin County Office of Education (SJCOE) Employees are required to complete a COVID-19 Self-Screening each workday – whether working remotely or at an SJCOE facility. This screening tool was developed by the SJCOE and is intended to track and minimize COVID-19 exposure in our workplace.

1. Log in to:

<https://selfscreening.org>



2. When you first come to the site, you will notice a slider with important updates, policy reminders, and useful tips for keeping yourself and your workplace safer from the COVID-19 virus. Scroll through the notices to make sure you do not miss any important updates.



3. There are two ways to log in.
 - a. The first method is for employees that either do not have an email address provided by the SJCOE, such as temporary employees, or employees that do not have access to their SJCOE user account (for example, your account has been locked for too many failed attempts to log in).
 - i. You will be required to enter your:
 1. Employee ID (the six-digit number used on your monthly timesheets)
 2. First Name and Last Name - these values will need to match what is in the SJCOE employee database (i.e., the name on your paycheck)
 3. Birth Month and Birth Day

Employee ID

First Name Last Name

Birth Month Birth Day

SIGN IN

- b. The second method is to log in with your SJCOE email credentials.
 - i. Simply click the “LOGIN WITH SJCOE EMAIL” button. You will be prompted for your SJCOE email address and then your SJCOE password.

LOGIN WITH SJCOE EMAIL

4. Once you are logged in, the page will display your daily status.
 - a. If you have not completed the self-screening for the day, your status will be displayed as a yellow circle with a question mark in the middle.
 - b. You will also notice the red “COMPLETE SELF-SCREENING” button. You will need to click this button to start the process. **Reminder:** Only one self-screening may be submitted each day.

DAILY SELF-SCREENING

OCT 5, 2020



You have not completed your self-screening.

You must complete the self-screening each workday.

COMPLETE SELF-SCREENING

- c. If you are a supervisor, you will see the results for self-screenings submitted by employees under your direct supervision. You will not see the answers they provided, just the outcome.
 - i. The yellow circle with a question mark indicates that a self-screening has not been submitted.
 - ii. The green circle with a checkmark indicates the employee was approved to come to the office.
 - iii. The red circle with an exclamation mark indicates the employee was directed to stay home.



TEAM SCREENINGS

SEP 9, 2020

Test User



5. Click on “COMPLETE SELF-SCREENING,” and the form will appear. Please respond to each question as they are all required.

Note: The additional information box is not required UNLESS the school site location(s) selected includes a COSP Site, Special Education Classroom, or Teachers College of San Joaquin. You will receive this warning if the additional information section is not populated.

Warning



More information is required for the selected sites, please enter additional information.

Do you feel ill?

Yes No

Do you have any of the following symptoms? (Mark all that apply)

- Temperature of 100.4 degrees or higher
- Shortness of breath or difficulty breathing (unexplained)
- Cough (unexplained and unrelated to existing allergies or underlying chronic condition)
- Runny nose or congestion (unexplained and unrelated to existing allergies or underlying chronic condition)
- Chills or uncontrollable body shaking with chills
- Fatigue (unexplained)
- Headache, muscle aches, or body aches (unexplained)
- New loss of taste or smell
- Nausea or vomiting (unexplained)
- Diarrhea (unexplained)
- Sore throat
- I have no COVID-19 symptoms

9. If you have no listed symptoms, check the box at the end of the list for “I have no COVID-19 symptoms.”

Warning



You must select a symptom or no covid symptoms

Warning



Please specify your symptoms

10. If you do not select any items from the list, you will receive one of the warning errors above when you submit the self-screening.

11. Complete the last two questions and click "SUBMIT SELF-SCREENING."

Have you been diagnosed with COVID-19 or asked by a health care provider to be tested for COVID-19 in the past 14 days?

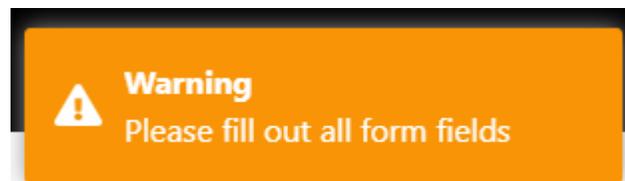
Yes No

Have you been in close contact (less than 6 feet for 15 minutes or more) with someone who has been diagnosed with COVID-19 or someone who has been told by a health care provider to be tested for COVID-19 in the past 14 days?

Yes No

SUBMIT SELF-SCREENING

12. If all questions were not answered, you will see the warning below. The errors will need to be corrected in order to submit the self-screening.



13. If you have made an error on the self-screening, and have already submitted it for the day, you will need to contact your supervisor to alert them.

14. Once you submit the self-screening, the system will determine a course of action based on your responses.

- a. If you receive a “YOU MAY REPORT TO WORK” message, you may come into the office, if applicable. You will still need to comply with SJCOE COVID-19 protocols, such as social distancing and wearing a face covering.



YOU MAY REPORT TO WORK

You have indicated that you do not have any COVID-19 symptoms so you may report to your worksite, if applicable.

Remember: All employees must follow SJCOE protocols for physical distancing and face coverings, and practice general safety precautions while at an SJCOE worksite. If you feel ill or exhibit COVID-19 symptoms at any time during your shift, please put your mask on, notify your supervisor, and go home.

CLOSE

- b. If you receive a “DO NOT REPORT TO WORK” message, **STAY HOME**. You will be contacted by an SJCOE nurse by phone to ensure the information you submitted was correct and to advise you on a course of action.



DO NOT REPORT TO WORK

Stay home, contact your health care provider, notify your direct supervisor, and follow established leave procedures.

Remember: All employees must follow SJCOE protocols for physical distancing and face coverings, and practice general safety precautions while at an SJCOE worksite. If you feel ill or exhibit COVID-19 symptoms at any time during your shift, please put your mask on, notify your supervisor, and go home.

CLOSE

15. Once you have submitted your self-screening, you can log out. The logout button can be found on the right-hand side of the header (the icon with the arrow).



Self-Screening

