



EMPLOYEE DAILY HEALTH SCREENING

In order to help keep our ATU community safe, healthy, and to prevent the spread of COVID-19, as an employee at ATU you are required to participate in a daily health screen.

Instructions:

Please complete the online screening form each day BEFORE leaving your home. atu.io/health

Step 1:

Take your temperature. If you do not have access to a thermometer, please visit one of the temperature check stations available for you before reporting to your office for work. These locations are as follows:

1. Health and Wellness Center available beginning August 3rd (outdoor tent station by north entrance of Doc Bryan Student Services Center); Monday-Friday; 8am-5pm
2. Department of Public Safety available beginning July 6th (716 N El Paso Avenue); Monday-Friday; 8am-5pm
3. University Commons Clubhouse available beginning August 10th; Monday-Friday; 8am-10pm and Sunday; 5pm-10pm

Step 2:

Ask yourself the following questions.

1. Are you experiencing any of the following symptoms that are not associated with a chronic or persistent health condition?
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever of 100.4 or greater
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
2. Have you been tested for COVID-19 in the last 14 days?
3. Have you been exposed to someone who has tested positive for COVID-19 in the last 14 days?

Step 3:

If you answered **YES** to any of the questions in Step 2, please do not come to campus. You will receive an email stating you are not clear to come to campus. Call your supervisor and then call the Health and Wellness Center immediately at 479-968-0329 for further instruction.*

If you answered **NO to ALL** questions in Step 2, you are clear to come to campus and will receive an email verifying your clearance.

***After hours and weekend guidance:** If you answer YES to any of the questions in Step 2, and it is after 5:00 pm Monday-Friday or on Saturday or Sunday, please contact your medical provider, urgent care clinic, or emergency room for evaluation. If your health care provider suspects you may have COVID-19 or you are tested for COVID-19, please isolate at home and contact the Health and Wellness Center at (479) 968-0329 during normal operating hours of Monday – Friday from 8am-5pm.

Thank you for your cooperation in helping us keep campus safe and healthy!

Supervisor Instructions

All employees on campus must complete the health screenings every day before coming to campus. If your employee does not have access to the internet, there will need to be a plan in place for them to do this upon first arrival to the department. There will be thermometer stations on campus for employees who do not have access to a thermometer (see above for locations). However, they must be made aware that if they are having any symptoms they should NOT come to campus. After the employee submits their screening form they will receive an email that states that they are clear to go to work or that they are not cleared and must call their supervisor and the Health and Wellness Center. If it is after hours or on weekends, they would need to contact the Health and Wellness Center during normal operating hours – Monday-Friday, 8am-5pm. The supervisor of each employee will receive an email after the employee submits the health screen designating whether or not they were cleared to go to work. It is the responsibility of the supervisor to ensure that every employee coming on campus has submitted a health screen and is cleared to be at work each day.

If you supervise a large number of employees or would like to organize your approach to managing the daily emails you'll be receiving regarding the status of your employees' health, please visit the following website for instructions on creating rules for your emails:

<https://support.office.com/en-us/article/manage-email-messages-by-using-rules-c24f5dea-9465-4df4-ad17-a50704d66c59#:~:text=Right%2Dclick%20a%20message%20in,more%20options%2C%20select%20Create%20Rule>

Outlook rules allow you to move an item from a certain sender or with certain words in the subject line to another folder for easier follow-up.

If you have any questions or concerns, please contact the ATU Health and Wellness Center at (479) 968-0329 or send e-mail to Brandye Bisek, ATU Health Services Director, at bbisek@atu.edu for more information.