

WesternU COVID-19 Self-Screening Survey Training Documentation

Important Information:

*Every student, faculty, staff, and visitor **must fill out** this **WesternU COVID-19 Self-Screening Survey** daily before arriving on campus.

*This survey is for those who need access to WesternU's campuses. Per local public health authorities, the University is **required** to check COVID-19 symptoms **daily for anyone on our campuses**.

Survey Result Information:

*There are only **two** survey results: **Pass** or **Fail**.

***Pass**: if a person passes this symptom screening, notice will state **Cleared for Campus**

- Submitter will receive confirmation of **Cleared for Campus** results
 - **Note**: if you filled the survey out through your smartphone, the result screen can be used to show upon entering the selected building
 - **Note**: if you filled out the survey through another device, you will need to access the confirmation email to show upon entering the selected building
 - The confirmation will have a **GREEN** image that is to be shown before entering any building
 - The image is random and **will change daily**
 - Attempting to access an old image will result in a broken image link

***Fail**: if a person fails this symptom screening, notice will state **No Campus Access**

- Submitter will receive confirmation of **No Campus Access** results
 - The confirmation will have a **RED** indicator stating that the screening was a failure
- Emails will be sent to announce the screening failure
 - Contact Tracing Team
 - Student Submitters
 - Confirmation of failure email is sent to the person's college
 - Employee Submitters
 - Confirmation of failure email is sent to the person's supervisor
 - Visitor Submitters
 - Confirmation of failure email is sent to the specified contact person
 - **Note**: the survey will ask for your WesternU contact person's information

Survey Screening Resubmittal:

*If you enter incorrect data, the survey can be re-submitted. However, if a **Fail** result was returned due to the wrong data, you **will need to contact** all necessary email recipients (explained above) to explain that the failure is to be considered invalid and resubmit a new survey.

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Survey Instructions:

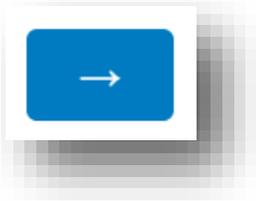
Accessing the Survey:

- To access the survey
 - [Click here](#) **OR**
 - Visit the [Important Forms](#) page of the [Coronavirus Logistical Support Team SharePoint site](#).

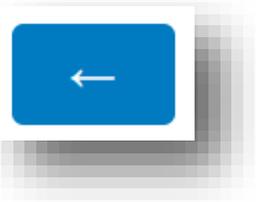
Incorrect Entries While Filling Out the Survey:

- If you enter incorrect information, certain survey pages have a **left-facing** blue arrow icon that will allow you to navigate **Back** a page (image below)
 - **Please note:** if an incorrect entry causes a **Fail** result, you **will need to resubmit** the form
 - For information about resubmitting the survey after a failed result, please see the above ***Survey Screening Resubmittal*** section

Right-facing Blue Arrow Icon to Move Forward



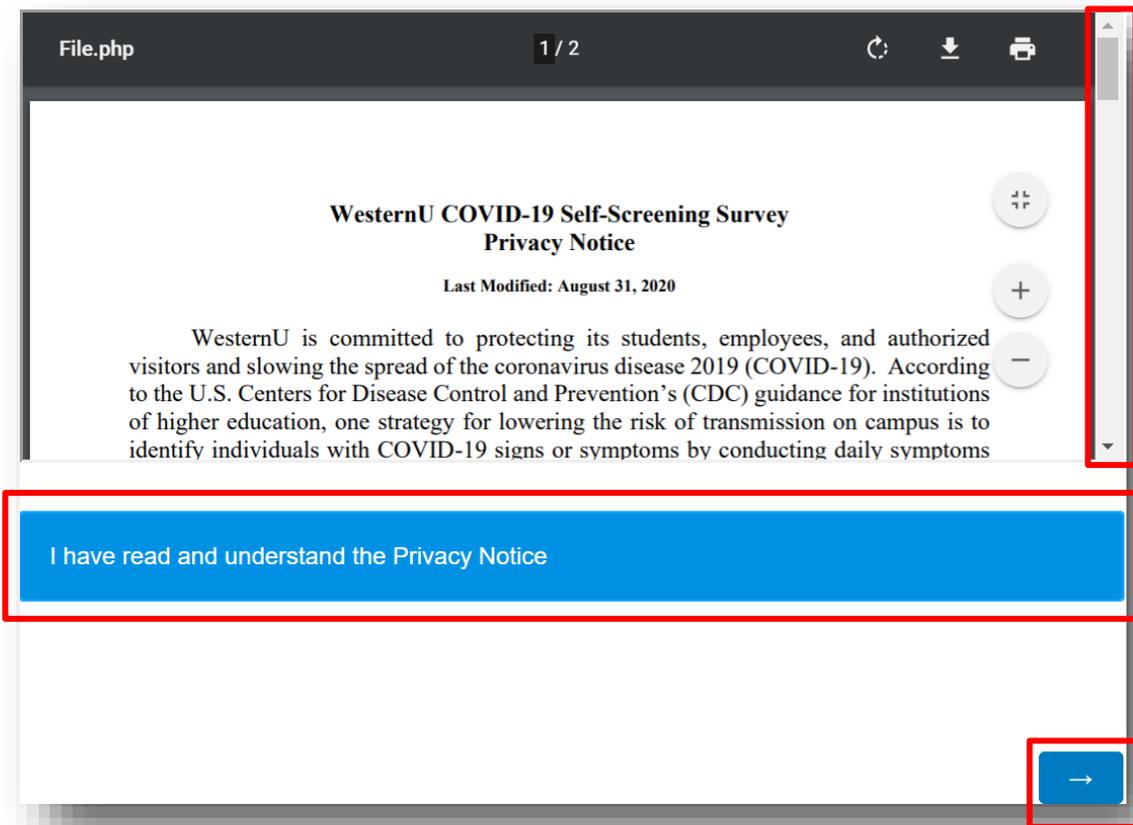
Left-facing Blue Arrow Icon to Move Back



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Privacy Notice

- The landing page of the **WesternU COVID-19 Self-Screening Survey** houses a privacy notice that **must be read** prior to moving forward with the rest of the screening
 - The notice is to ensure you understand the purpose of the survey and how their information will be used
 - You need to read and select the disclaimer option in order to move forward with the survey
- Read the Privacy Notice
 - Use the scroll bar on the right to navigate through the entire notice
 - Once read, click the ***I have read and understand the Privacy Notice*** option
 - Click the blue arrow icon to move forward



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Submitter Information:

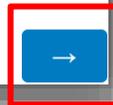
- Indicate your role at WesternU
 - Employee
 - Student
 - Visitor
 - **Please note:** if you select this option, the survey will open an extra page to enter your contact information and the contact information for your WesternU host
- Click the blue arrow icon to move forward

Please indicate your role:

Employee

Student

Visitor

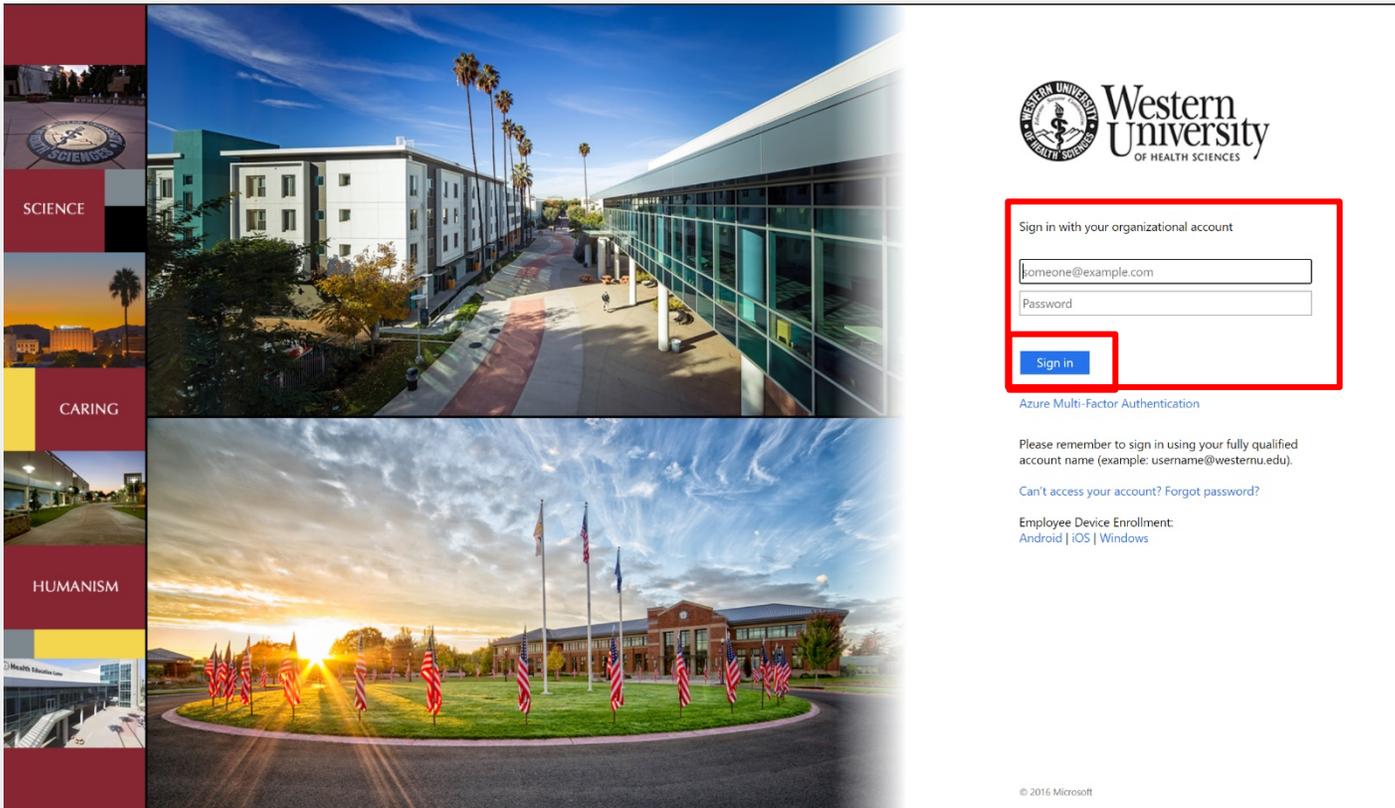


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Submitter Information cont.:

If Employee OR Student is selected:

- The survey may automatically recognize your information
 - If not, you will be routed to WesternU's login page
 - Enter your WesternU credentials and the survey will continue with recognizing your identity
 - Email address
 - WesternU password
 - Click Sign in



The image shows a composite of three photographs on the left side of a page, with a login interface on the right. The top photo shows a modern building with a glass facade and palm trees. The middle photo shows a building at sunset. The bottom photo shows a large building with many American flags in front. The sidebar on the left contains the following text: SCIENCE, CARING, HUMANISM, and Health Education. The login interface on the right features the Western University logo, a sign-in form with fields for email and password, and a 'Sign in' button. Below the form are links for 'Azure Multi-Factor Authentication', 'Please remember to sign in using your fully qualified account name (example: username@westernu.edu)', 'Can't access your account? Forgot password?', and 'Employee Device Enrollment: Android | iOS | Windows'. A copyright notice '© 2015 Microsoft' is at the bottom right.

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Submitter Information cont.:

If Visitor is selected:

- A new survey page will appear with fields to input yours and your WesternU contact person's information
 - Fill in the necessary information
 - Click the blue arrow icon to move forward

WesternU is performing daily COVID-19 symptom screening on any individual coming to campus. The information you are being asked to provide will only be used for determining campus access and to contact you in the event you have potentially been exposed to COVID-19.

First Name

Last Name

Phone Number

E-Mail

What is the name of your WesternU contact for the day?

What is the E-mail address of your WesternU contact for the day?

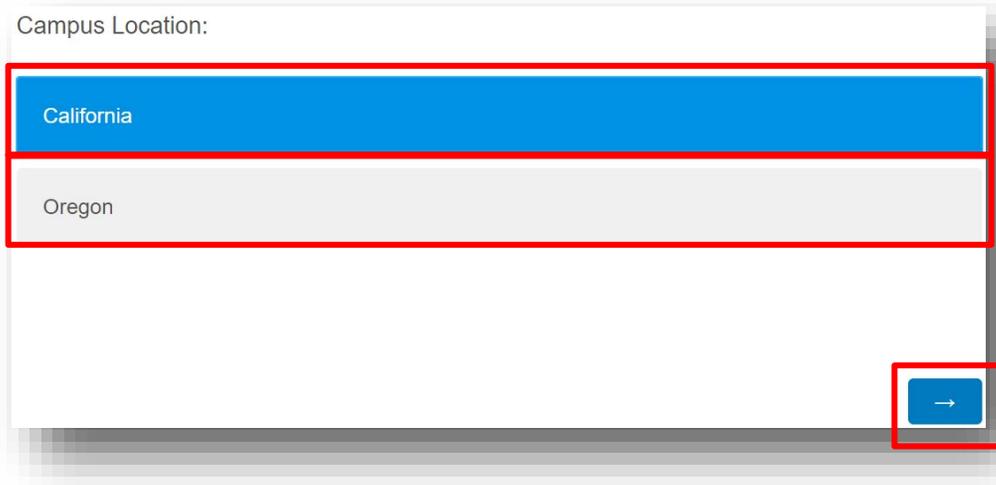
**Please fill out
all necessary
contact**



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Location Information:

- Indicate the appropriate state for the campus you are going to visit
 - California
 - Oregon
- Click the blue arrow icon to move forward



Campus Location:

California

Oregon

→

- Based on the state location selected, choose the appropriate building for your visit
 - If **Other** is selected, please enter the building/campus location within the provided text field
 - Once the correct building is selected, click the blue arrow icon to move forward

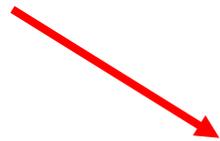


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If California is selected:

Please select the California buildings you intend to visit:

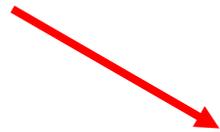
Administration and Advancement Center (AAC)	Health Professions Center (HPC)	Student Services Center (SSC)
Anderson Tower (AT)	Health Sciences Center (HSC)	Technology Training Lab (TTL)
Bookstore Booth Center (BBC)	Nursing Science Center (NSC)	University Services Center (USC)
Center for Disability and Health Policy (CDHP)	Patient Care Center (PCC)	Veterinary Medicine Center (VMC)
Daumier	Pet Health Center (PHC)	Veterinary Pathology Center (VPC)
Harriet K. & Philip Pumerantz Library Resource Center (LRC)	Rodney P. Wineberg Center (RWC)	Other
Health Education Center (HEC)		



If Oregon is selected:

Please select the Oregon buildings you intend to visit:

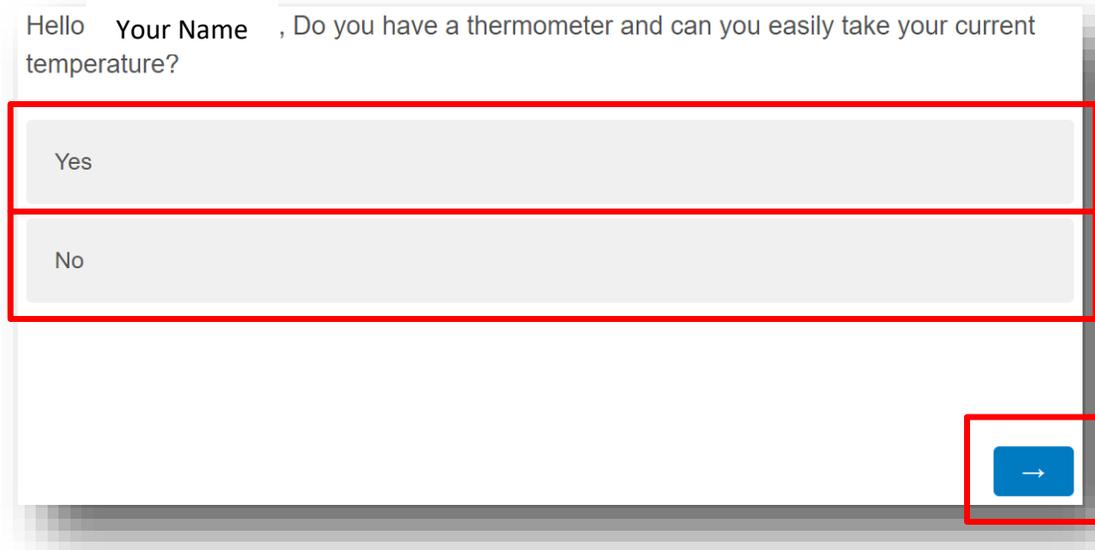
COMP-Northwest	Oliver Station
Suite A2	Other



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Temperature Information:

- The survey will ask if you have a thermometer to take your current temperature
 - Click **Yes** or **No**
 - Click the blue arrow icon to move forward



Hello Your Name, Do you have a thermometer and can you easily take your current temperature?

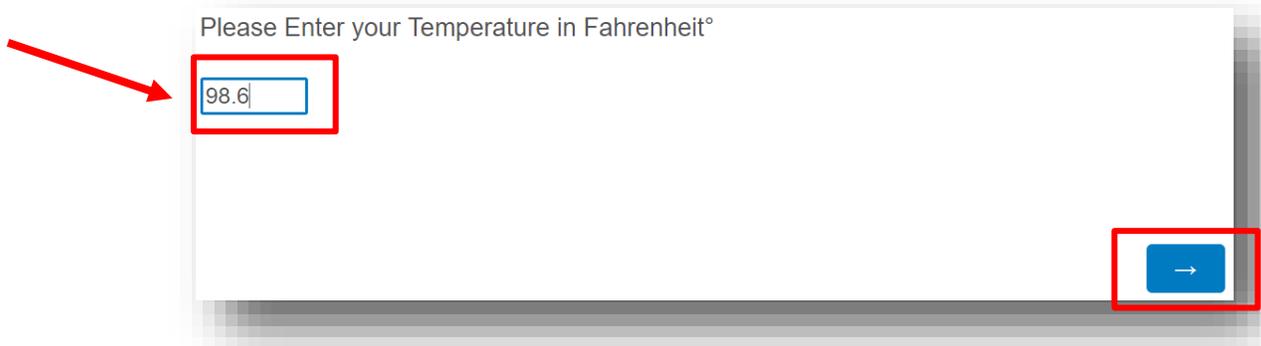
Yes

No

→

If Yes – you **do have** a thermometer

- The screening survey will ask you to enter your current temperature in Fahrenheit^o
 - Enter temperature
 - **Please note:** a temperature of 100.4^o or above will return a failure result
 - Click the blue arrow icon to move forward



Please Enter your Temperature in Fahrenheit°

98.6

→

If No – you **do not have** a thermometer

- The survey will route you to the next symptom screening page
 - **Please note:** this list will include **Fever** as an option
 - If you enter your own temperature, **Fever** will not be a listed symptom option

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Other Symptom Information:

- After the **Temperature Information** section is complete, you will be routed to a list of other symptoms
 - Please select any/all that apply
 - Fever – will only show up if you select that you **do not have** your own thermometer
 - Shortness of Breath or difficulty breathing
 - Cough
 - New Onset Loss Smell or Taste
 - None of the Above
 - Click the blue arrow icon to move forward
- **Please note:** any symptom selected (other than None of the Above) will return a failure result

Do you have any of the following symptoms?

Shortness of Breath or difficulty breathing

Cough

New Onset Loss Smell or Taste

None of the Above

Please select
all options
that apply to
your current
symptom
status.



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COVID-19 Contact:

- If **None of the Above** is selected on the previous page, you will be routed to a page asking your history of being in **close contact** with another COVID-19 positive person
 - Click **Yes** or **No**
 - Click the blue arrow icon to move forward

Have you been in close contact with anyone who has tested positive, or is showing symptoms of COVID-19 in the last 10 days?

Yes

No



If Yes – you **have been** in **close contact** with a COVID-19 positive-tested person, the survey will immediately return a failure result

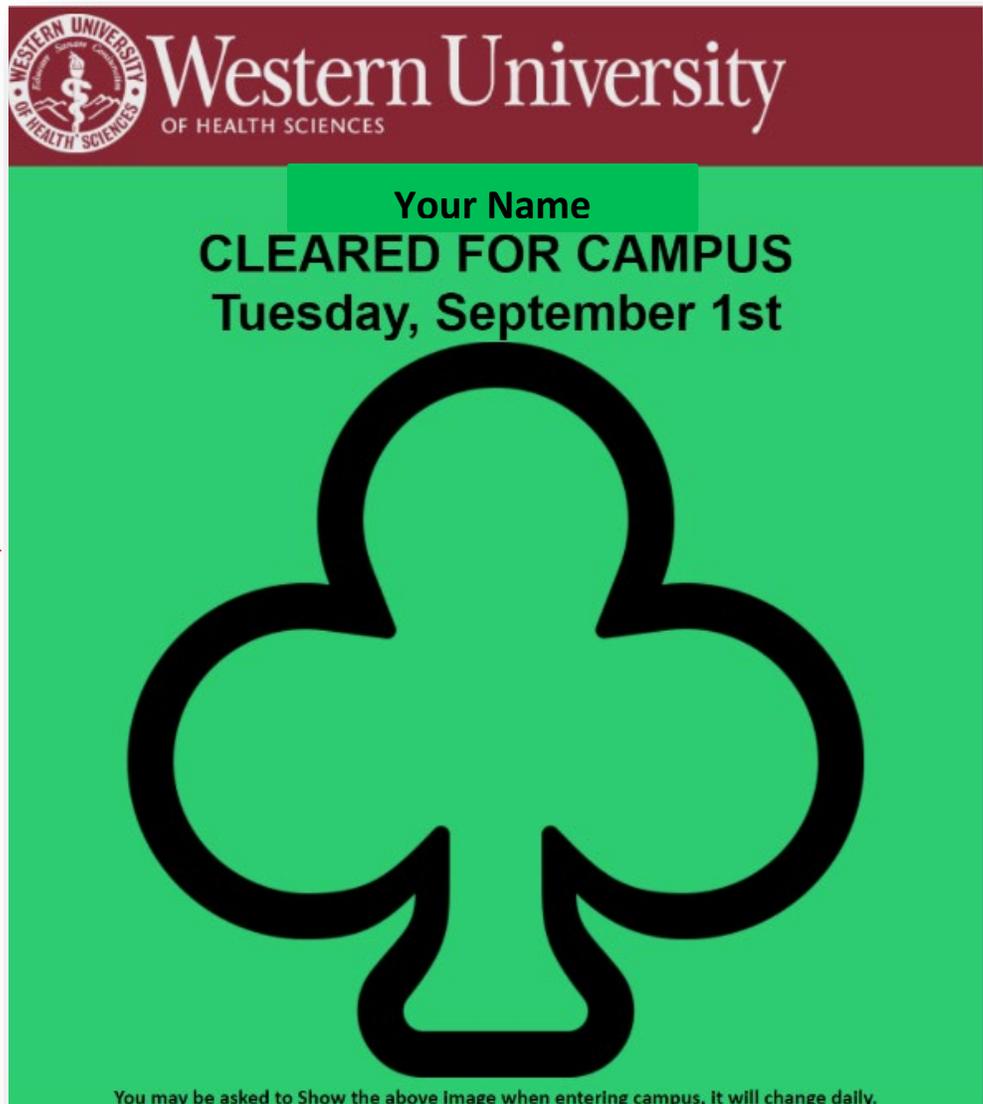
If No – you **have not been** in **close contact** with a COVID-19 positive-tested person, the survey will move you forward to the final step

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Pass Result:

- A **Pass** screening result will return a **GREEN Cleared for Campus** screen notice with the current day's image
 - **Please note:** the image **changes daily**
 - An email confirmation will also be delivered
 - **Note:** the address the email will come from is **Daily Campus Pass**
 - **Note:** the subject will state **Daily Campus Pass [Current Date]**

Survey Notice: *Cleared for Campus:*

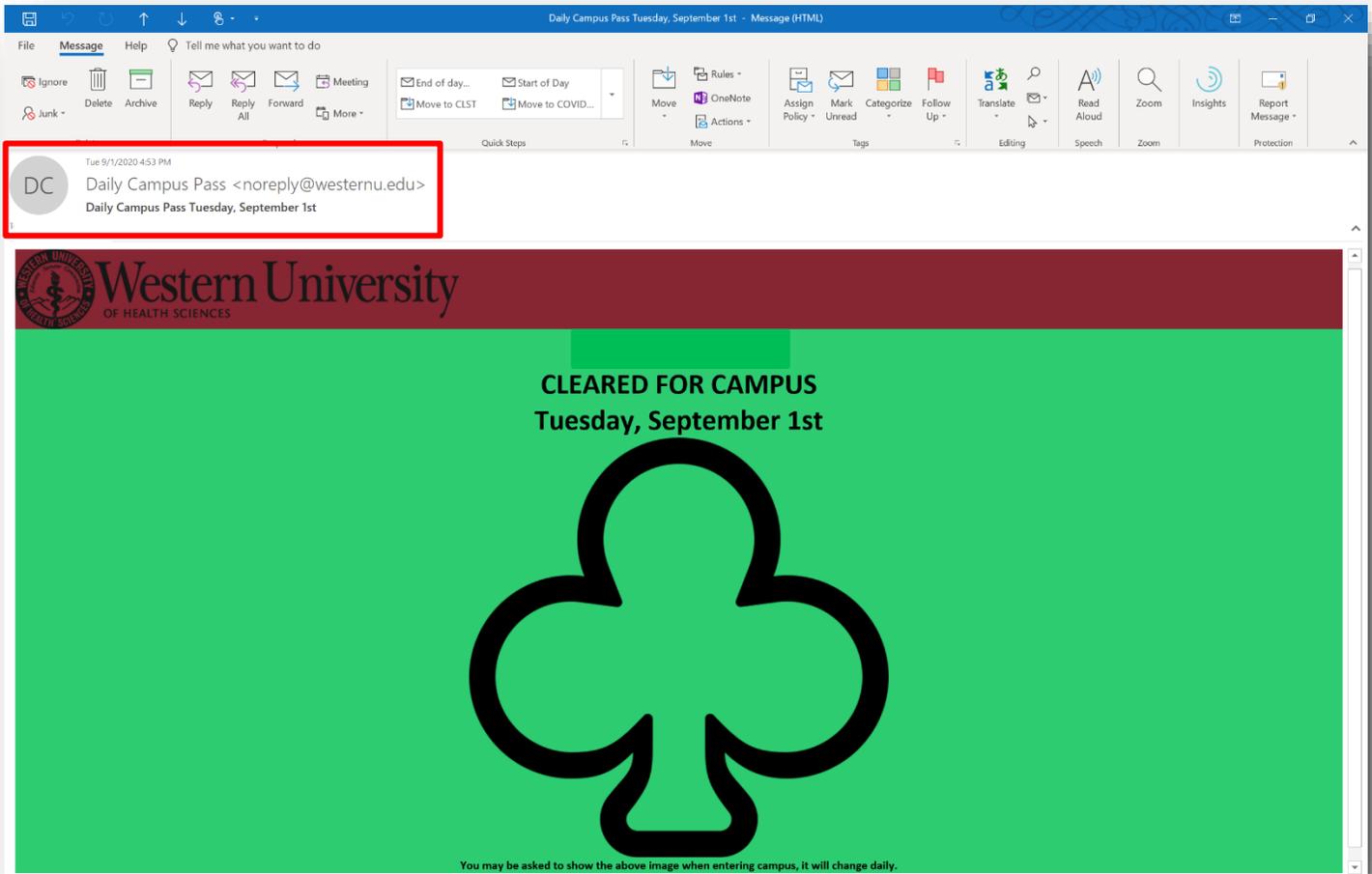


Please note:
image will
change daily – if
you try to use an
older image, you
will receive a
broken image
link.

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Pass Result cont.:

Email Notice: *Cleared for Campus:*



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Failure Result:

- A **Fail** screening result will return a **RED No Campus Access** screen notice
 - **Please note:** emails will be sent to announce the screening failure – the below image will appear within that email
 - Contact Tracing Team
 - Confirmation of failure email is sent to the person's college
 - Student Submitters
 - Confirmation of failure email is sent to the person's supervisor
 - Employee Submitters
 - Confirmation of failure email is sent to the person's supervisor
 - Visitor Submitters
 - Confirmation of failure email is sent to the specified contact person

Failure Notice: *No Campus Access:*

