



INSTRUCTIONS FOR THE UCI WORKING WELL™ DAILY SYMPTOM CHECK APPLICATION

The information contained in this document is current as of August 25, 2020, and is subject to change.

As we carefully and systematically begin our planning to bring some employees back to campus, it is important that employees designated to work on-site take precautionary measures to help keep themselves and others well. One such measure is a daily symptom check.

State and county guidelines, in addition to the [UC Regents Principles](#) and the [UC Consensus Standards](#), advise that employees should assess themselves each day PRIOR to entering any University workspace or facility. To assist employees in their daily assessment, the UCI Working Well™ Daily Symptom Check application has been developed as part of the new UCI Working Well™ program.

The program seeks to provide employees with guidance and resources as more of us begin returning to work on-site.

WHO SHOULD USE THE SYMPTOM CHECK APPLICATION

All UCI employees, which includes faculty and staff, are expected to complete the symptom self-assessment and respond to the email or application every day, Monday through Friday, and on the weekends if an employee must visit the work site. The default setting of the application is Monday through Friday. If an employee regularly works the weekends, they should change their notification schedule from 'Weekdays' to 'Everyday'. Employees may change their notification schedule by following [these instructions](#).

Additionally, employees scheduled to work on-site must complete the self-assessment *prior* to arriving on UCI property.

So that you are aware, UCI Health employees are using a separate screening protocol. For specific information for UCI Health employees, please contact your UCI Health human resources business partner or visit: <https://hr.uci.edu/disaster-relief/daily-health-screening.php>

DESCRIPTION OF THE APPLICATION

The UCI Working Well™ Daily Symptom Check application has been developed by third party vendor ServiceNow® for use by UCI and other companies. UCI's version of the application has been tailored to our particular audience and needs. The application sends an email to all employees active within the application on a daily basis, Monday – Friday, as the default schedule. Employees who work shifts other than Monday – Friday may change their notification schedule by visiting this page: <https://hr.uci.edu/disaster-relief/daily-symptom-check.php>.

Employees may choose, at their option, to use the Now® Mobile application either in conjunction with or in lieu of responding to the daily email. If an employee chooses to use the mobile app, they should simply delete the email. There is no way for UCI to cancel distribution of emails to activated employees at this time, although the request to do so has been submitted to ServiceNow.



USER CHOICES IN RESPONSE TO THE APPLICATION PROMPT

Each day, employees will be asked to self-assess whether they are currently experiencing any of the following symptoms or situations before coming to work:

1. Are you currently experiencing any of the following symptoms? If you have chronic conditions (e.g. migraines) and are experiencing symptoms identical to your usual symptoms, do not report those here.
 - Fever (99F+)
 - Chills
 - Muscle aches
 - Cough (new)
 - Shortness of breath (new)
 - Unexpected fatigue
 - Sore throat
 - Loss of taste or smell
 - Headache
 - Diarrhea, vomiting, or nausea
 - Other cold symptoms
2. Have you been tested for COVID-19 using a nasal, oral, or nasopharyngeal swab in the past 14 days?
NOTE: If you have already discussed your test with UCI's Center for Occupational and Environmental Health (COEH) and have been cleared by COEH you should reply NO to this question.
3. Within the past 14 days has anyone you live with had a positive COVID-19 test using a nasal, oral, or nasopharyngeal swab (excluding any contact previously reported in this symptom screening program)?
NOTE: If you have already discussed a positive test for someone living in your home with COEH and have been cleared by COEH you should reply NO to this question.
4. Have you been within 6 feet of a COVID-19 infected person for at least 15 minutes within the last 14 days?
NOTE: If you have already discussed possible exposure with COEH and have been cleared by COEH you should reply NO to this question.

RESPONSE OPTIONS

There are three response options within the application:

1. Not Scheduled to Work On-Site

This option should be used by employees who are telecommuting, are on leave, have approved vacation, have called in sick, or who are otherwise not intending to work on-site that day.



2. No

This option should be used by employees who are intending to work on-site, but who have self-assessed and have determined that they are not experiencing any of the symptoms or situations listed.

3. Yes

This option should be used by employees who are experiencing one or more of the symptoms or situations listed. By answering 'yes', an employee is NOT indicating anything other than that they are experiencing a symptom. It does not mean that the employee has or does not have COVID-19 or any other possible illness.

If an employee answers 'yes', they are directed to *stay home* and to call UCI's Center for Occupational and Environmental Health (COEH). UCI has arranged for COEH medical professionals to speak with any employee exhibiting one or more symptoms to help assess whether further medical intervention is advised. In some cases, COEH may inform the employee that they may proceed to work on-site. COEH contact information is provided within the application.

REPORTING A COVID-19 CASE

1. Do not come to work
2. Inform a supervisor or equivalent
3. Report the case at this website: <https://hr.uci.edu/disaster-relief/report-known-cases.php>

APPLICATION DATA MANAGEMENT

You are providing information in this survey to help the University prevent spread of COVID-19 during the pandemic. UCI seeks the minimum amount of information necessary to implement pandemic control measures as part of the site-specific protection plan to reopen facilities. The questions ensure that employees are able to return to work safely. Your responses are confidential.

UCI protects the information collected against unauthorized access or use, retains the information for as short a time as necessary and de-identifies whenever possible.

The data collected from the Working Well™ Daily Symptom Check application is stored for thirty (30) days, then it is permanently deleted.

ACCESS TO THE DATA

Access and use of Working Well response data is limited to:

- UC Irvine designated officials have access to the data needed to carry out their official duties such as ensuring compliance with safety plans. Responses are part of the screening plan for campus facilities to promote physical distancing and reduced person-to-person exposures. Individual supervisors do not have access to the responses collected through Working Well.
- A daily participation dashboard, specific to the department, area or team, showing who has and who has not completed their check-in, is available to assigned leaders and local HR-professionals



so that they may supervise application use and compliance.

- Referrals to Center for Occupational and Environmental Health (COEH)
- Meet government requirements for returning to campus and compliance with state and/or local public health orders
- Coordinate additional localized sanitation procedures
- Identify possible outbreaks or clusters on campus
- Verifying compliance with University policy and directives
- Evaluate the effectiveness of the campus pandemic response strategies

UCI segregates symptom survey responses from other university records. Symptom survey replies will **not** be part of an academic record or a personnel record.

DISCLOSURES

Working Well responses will be de-identified, anonymized, and/or aggregated prior to sharing. Any other disclosures or uses will require your explicit written consent.

CONFIDENTIALITY

The data collected includes the individual respondent's name and response selected by day (symptoms, no symptoms, or not working on-site). No personal health information is collected.

UCI Working Well™ Daily Symptom Check data is Protection Level 3. Responses are stored in UCI's cloud based ServiceNow platform. Administrative and technical safeguards are used to protect the integrity, security, accuracy and accessibility of Working Well.

Responses are retained in the Working Well system for 30 days and then purged. The UCI Working Well™ Daily Symptom Check system will be deactivated when pandemic control measures are no longer needed.

REPORTING CONCERNS

If employees have concerns regarding the utilization of this application, they should contact their supervisor or equivalent, dean or vice chancellor, and/or academic personnel or human resources, as appropriate. To report a privacy incident please contact privacy@uci.edu.

WAYS TO CHECK-IN

Employees are expected to complete this symptom check every day that they are scheduled to work. There are three ways to check-in:

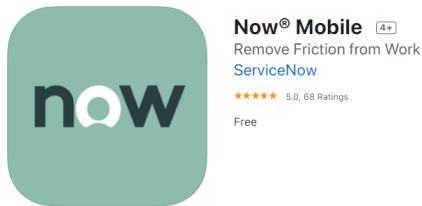


1. Respond to the Email

Every employee will receive a daily email. If you check-in using the smartphone app, you can simply delete the email. At this time, there is no way for us to change the fact that every employee who is activated in the system will receive a daily email.

2. Smartphone App

Download the check-in app for Apple or Android from your app store. Search 'Now Mobile'. The email and the app work exactly in the same manner, so the method of interaction is based on employee preference. If you would prefer to use the app, look for:



Once in the Now Mobile app you will be prompted for UCI's instance and nickname:

- Instance URL: uci.service-now.com (all lower case)
- Nickname: Production

Please contact the EEC at 949.824.0500 or eec@uci.edu if you have any trouble downloading or using the app.

3. Call the UCI Coronavirus Response Center

If you do not receive the email, and you are unable to use the smartphone app, you must call the Coronavirus Response Center at 949.824.9918 and answer the check-in questions. The Coronavirus Response Center is open Monday – Friday from 7 a.m. to 7 p.m. and Saturdays and Sundays from 8 a.m. to 1 p.m.

SUPPORT

Please direct all questions to UCI's Coronavirus Response Center at covid19@uci.edu or 949.824.9918. Phone lines are staffed Monday through Friday, from 7 a.m. – 7 p.m., and Saturday and Sunday from 8 a.m. – 1 p.m.

Staff members may also contact their local HR professional or HR Business Partner for more information.

Academic appointees (faculty and other academic appointees) may contact their department chair or MSO, Chief Personnel Officer, or the Academic Personnel Office for support.

Thank you for helping UCI work well.