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UCR Requirements for COVID-19 Symptom Monitoring:

Employees Performing Non-Healthcare Essential Work on Campus

A. Who is required to self-monitor for Novel Coronavirus (COVID-19)?

All academic, staff, and student employees performing essential duties on the UCR campus, including School of Medicine and UCR Health personnel on campus who are not performing healthcare duties, collectively referred to as "Covered Employees."

PLEASE NOTE:

EMPLOYEES	STUDENTS
Personnel performing healthcare duties are subject to the symptom monitoring protocols of UCR Health.	Students living in on-campus housing, who are not campus employees, who have potentially been exposed (within 6 feet and for more than 10 minutes) to an individual suspected or confirmed to have COVID-19 will be monitored by Student Health Services.

B. How do Covered Employees self-monitor for COVID-19 symptoms?

1. **UCR SYMPTOM MONITORING** - Prior to reporting to campus for onsite work, Covered Employees are required to complete a daily online survey provided through Qualtrics System: UCR Symptom Monitoring Survey.

2. **COMPLETE SURVEY** - Each day, an automated reminder to complete the survey will be sent from the System (SEE Appendix - A). Covered Employees must not report to work on campus if they have any of the symptoms identified in Appendix - C, below, and must call their supervisor for further guidance.

3. **CERTIFICATE OF CLEARANCE** - Upon completion of the survey, the Qualtrics System will assess the responses and either provide a Certificate of Clearance that will be sent to the employee's email (SEE Appendix - B) or instruct the employee to contact their supervisor for further guidance.
   a. If the Qualtrics System directs the Covered Employee to contact their supervisor, the Covered Employee may not report to campus.
      i. Upon assessment, the Covered Employee may either be released to go to work OR given direction regarding next steps in the process

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APPENDIX

Appendix - A
Example UCR Covered Employee Qualtrics System Daily Email Reminder

Good Morning,

Please complete your daily UCR Symptom Monitoring Survey, before coming to work, to receive guidance on COVID-19 testing and whether it is advisable to come to work. The survey takes on average 30 seconds to complete.

http://ucriverside.az1.qualtrics.com/jfe/form/SV_55wNRAW1dIri6qx

CERTIFICATE OF CLEARANCE
- If the survey provides you with clearance to work, you will receive a certificate via email.
- This certificate expires at 4:00 AM the day after the survey is taken.

ADDITIONAL GUIDANCE
- If you are unable to complete the survey before coming to work, please make arrangements with your supervisor to complete the survey immediately upon your arrival.
- If you have general questions about your symptoms or COVID-19, please call your primary care physician.
- If you have severe symptoms such as confusion, severe dehydration or worsening difficulty breathing, go to the ER immediately and/or dial 9-1-1.
- If you are unsure if you should go to the ER, you can call your primary care physician to schedule an urgent Telehealth visit.

Appendix - B
Example UCR Covered Employee Qualtrics System Symptom Tracking Clearance Certificate

Thank you for completing the UCR Symptom Screening survey. Your supervisor will also receive a copy of this certificate.
You are cleared to work at UCR on campus, UCR Health Clinic, or at another UCR location.

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UCR Symptom Tracking Clearance Certificate

Employee Name
has been cleared to work at UCR Health, UCR Campus, and UCR Property Sites
on **Date Time Survey Was Complete**
This clearance is active through
Date
This clearance only applies to UCR Health sites UCR Campus, and UCR location.
If you are currently working at another institution,
please follow the guidelines of that institution.

The Faculty & Staff Assistance Program

For mental health and wellness concerns related to COVID-19, please contact The Faculty & Staff Assistance Program (FSAP). The Faculty & Staff Assistance Program (FSAP) recognizes this uniquely stressful time requires new approaches to dealing with the difficulties COVID-19 has presented us with. Remember, you can confidentially contact the FSAP in a number of ways.

PHONE 1.951.781.0510 or 1.800.266.0510 (24 hours a day)
EMAIL EAP@pro-resources.org
TEXT 1.949.668.3030
TELE-HEALTH contact office at 1.951.781.0510 to schedule an appointment time

UCR Employee COVID-19 Hotline

PHONE 1.844.827.6827
TEXT 1.530.338.3915
EMAIL COVID19@medsch.ucr.edu

NOTE: The UCR Employee COVID-19 Hotline will <u>not</u> offer medical advice. If you are seeking medical advice, please contact your physician and/or healthcare provider.

Appendix - C
What should I do if I believe I may have COVID-19 symptoms?

COVID-19 symptoms are listed below (as outlined by the CDC). You can use the CDC Symptom Self-Monitoring Tracker template to supplement (but not in replacement for) symptom monitoring through the Qualtrics System. **Consult with your supervisor if you do not have access to a thermometer.**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Children have similar symptoms to adults and generally have mild illness.

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

SOURCE: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

If symptoms appear, you should:
1. If you experience symptoms while you are **home**:
    a. Do not report to work or come to campus
    b. Complete the UCR Symptom Monitoring Survey through the Qualtrics System
    c. Notify your supervisor for next steps and contact your health care provider
2. If you experience symptoms while you are at work and on campus:
    a. Immediately isolate yourself from others and keep your face covering on

b.   Notify your Supervisor.
    i.   UCR will keep this information confidential and limited to only those with a need to know to address the situation. This personal health information will not be maintained in your personnel file.
    ii. Supervisors must proceed with COVID-19 reporting protocols per Subpart E of this document, and per the UCR Standard Operating Procedure for Responding to COVID-19 Cases.

Appendix - D
Is my department required to conduct workplace temperature checks?

Employer-administered temperature checks are not currently required under local, state or federal orders. In certain circumstances, however, and in accordance with OSHA Guidelines certain job duties bear a higher risk of exposure that would justify performing temperature checks of Covered Employees as a supplement to the Qualtrics System daily symptom monitoring survey.

Higher-risk areas as outlined in the OSHA Guidance on Preparing Workplaces for COVID-19 (see page 19), and examples of applicable groups at UCR are listed below:

- Healthcare workers and support staff (including Student Health Services, and custodial, skilled trades, and other staff conducting work in healthcare facilities).
- Emergency response and support staff (e.g., emergency medical services workers, firefighters, and law enforcement officers).

Approved employer-administered temperature checks must conform to the following general guidance:

- Touchless thermometers should be used to avoid transmission of COVID-19.
- It is recommended that employees administering temperature checks (hereafter, Designated Individual) be nurses or EMTs, but if such personnel are not available, a departmental representative can administer the temperature checks after receiving proper training from a medical professional.
- Designated Individuals should at a minimum wear procedural masks and nitrile gloves while performing temperature checks.
- The Designated Individual must administer temperature checks in accordance with the thermometer's manufacturer guidelines/operator manual.
- The Designated Individuals should be expressly informed of hygienic measures (e.g., sterilizing the thermometer if necessary and/or not if touchless, proper removal of sweat and/or other debris from foreheads of employees if necessary, and proper disposal of contaminated materials, such as if the thermometer is dropped or becomes soiled).
- Covered Employees who have a temperature of 100.4F or higher will not be allowed to proceed to work, and instead must call their supervisor for further guidance.
- Be sure the Designated Individual conducting temperature checks is trained on the above listed considerations. Keep in mind that a person may have COVID-19 but not have a fever.

Departments with Covered Employees that do not fall within the higher risk groups identified above but believe there is a specialized need to perform temperature checks for their Covered Employees must seek approval for employer-administered temperature checks by contacting COVID19@medsch.ucr.edu.

If approved, the department must follow all of the requirements set forth above to administer temperature checks.

Appendix - E
What steps will UCR take when notified that an employee has been exposed to COVID-19?

If a Covered Employee (working primarily remotely or on premises) reports to you that they have been exposed to COVID-19, complete the COVID-19 Case Form to report the case to appropriate campus officials.

Additional CONTACTS:

Staff and Faculty	Student Worker

• If the staff member was exposed and/or infected during the course of work-related duties, the Office of Insurance and Risk Management (IRM) must be notified. Visit the IRM Workers' Compensation Website instructions.
 	
• If work-related and the employee was admitted into the hospital overnight for in-patient treatment beyond observation, call the Environment, Health and Safety (EH&S) Serious Injury Hotline 310-825-9797 for Cal/OSHA reporting.
	• If the person is a student, email
	   o kenneth.han@ucr.edu
	      i. Chief Medical Officer and High Complexity Lab Director
	
	IMPORTANT: Two steps are required for student workers
	
	Step #1: Completion of COVID-19 Case Form
	
	Step #2 – Process outlined for Student Workers

Appendix - F
Who should I contact for general questions regarding COVID-19?

UCR officials are closely monitoring the situation and associated communications from county, state, and federal authorities. Visit the following websites for regular updates on UCR's response efforts:

Inside UCR   https://insideucr.ucr.edu/

UCR EHS Site   https://ehs.ucr.edu/coronavirus

CDC Covid-19   https://www.cdc.gov/coronavirus/2019-ncov/index.html

Riverside Public Health   https://www.rivcoph.org/coronavirus

San Bernardino County   http://sbcovid19.com/

Questions or comments can be directed to COVID19@medsch.ucr.edu