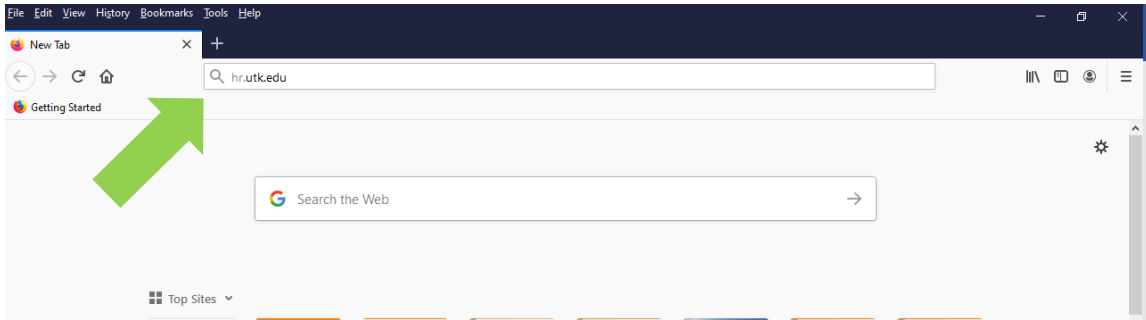


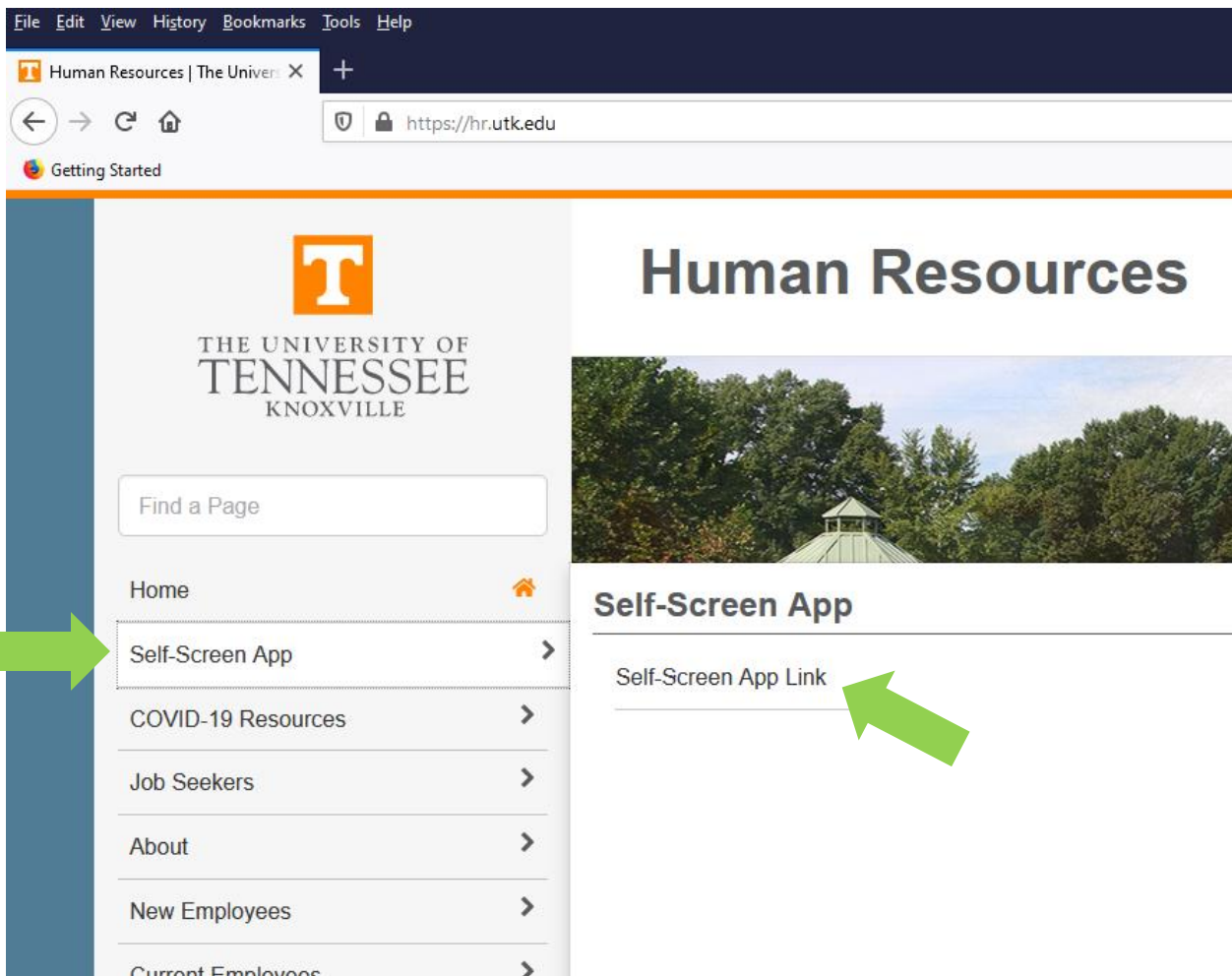
How to Complete the Daily Self-Screen

(From the Human Resources Website)

Step One: Open up your web browser (Chrome, FireFox, Internet Explorer, etc.), type hr.utk.edu into the top search bar, and press 'enter' on the keyboard. This will take you to the Human Resources website.



Step Two: Use your mouse to select 'Self-Screen App' from the menu on the left side of your screen. Then select the 'Self-Screen App Link' which should appear as an option in the middle of your screen.



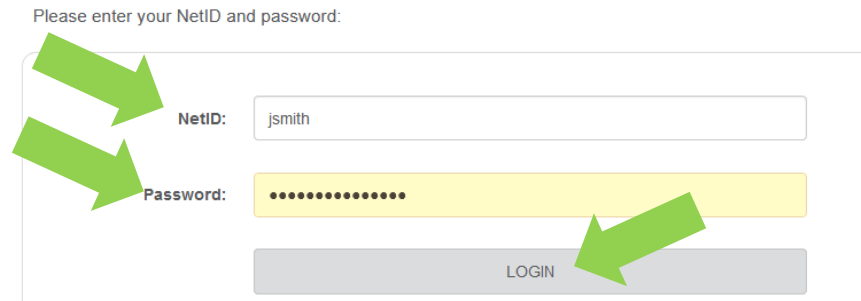
Step Three: You will be prompted to enter your NetID and Password and select submit. If you do not remember your NetID and password or if you are prompted to complete 2 factor authentication, contact the OIT HelpDesk at 974-9900.

CENTRAL AUTHENTICATION SERVICE

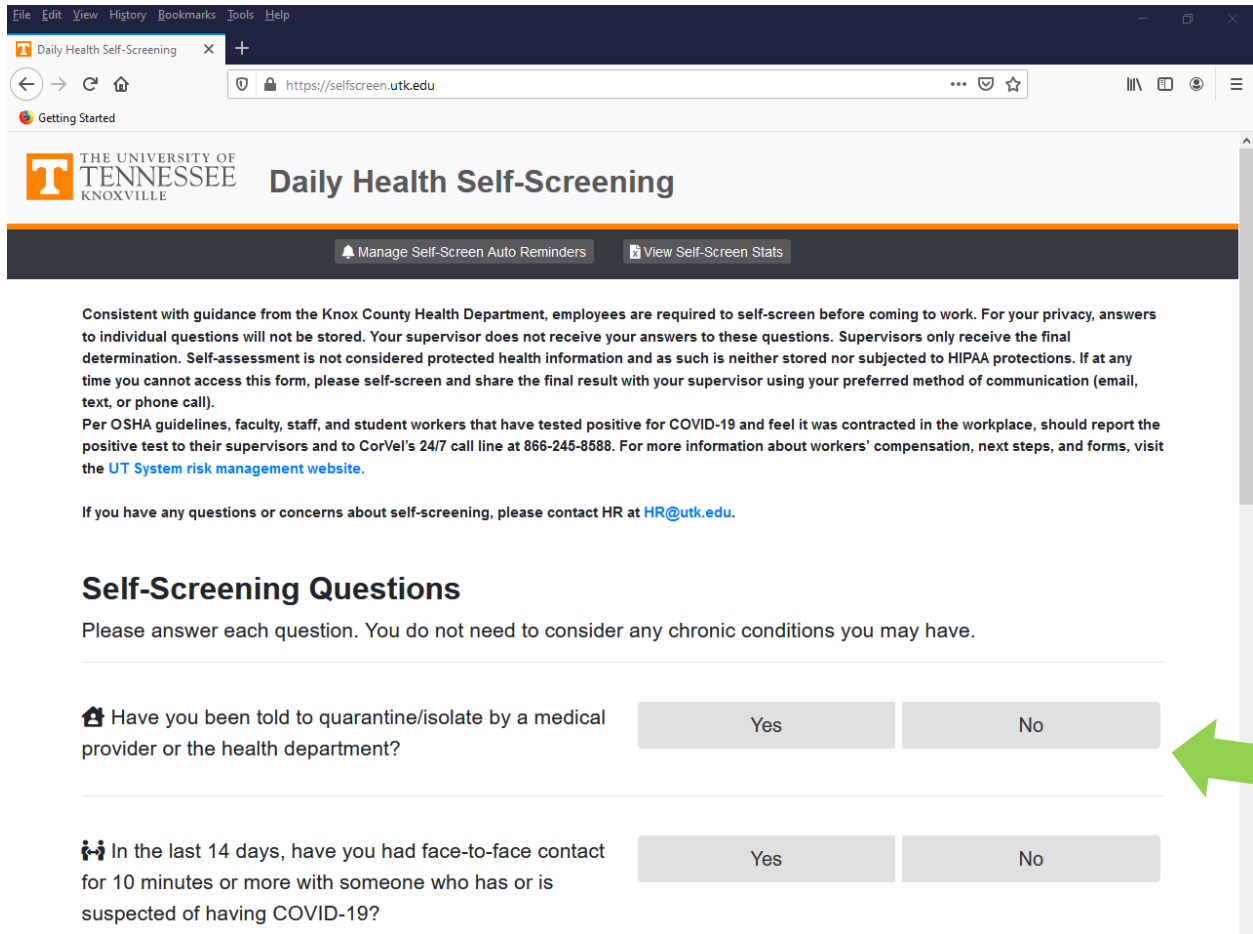
Please enter your NetID and password:

NetID:

Password:



Step Four: Read the instructions and complete the self-screening questions using your mouse. Select yes or no for each question as appropriate. You may scroll through the questions using the scroll bar on the right.



File Edit View History Bookmarks Tools Help

Daily Health Self-Screening x +

https://selfscreen.utk.edu

Getting Started

THE UNIVERSITY OF TENNESSEE KNOXVILLE **Daily Health Self-Screening**

Manage Self-Screen Auto Reminders View Self-Screen Stats

Consistent with guidance from the Knox County Health Department, employees are required to self-screen before coming to work. For your privacy, answers to individual questions will not be stored. Your supervisor does not receive your answers to these questions. Supervisors only receive the final determination. Self-assessment is not considered protected health information and as such is neither stored nor subjected to HIPAA protections. If at any time you cannot access this form, please self-screen and share the final result with your supervisor using your preferred method of communication (email, text, or phone call).
Per OSHA guidelines, faculty, staff, and student workers that have tested positive for COVID-19 and feel it was contracted in the workplace, should report the positive test to their supervisors and to CorVel's 24/7 call line at 866-245-8588. For more information about workers' compensation, next steps, and forms, visit the [UT System risk management website](#).

If you have any questions or concerns about self-screening, please contact HR at HR@utk.edu.

Self-Screening Questions

Please answer each question. You do not need to consider any chronic conditions you may have.

Have you been told to quarantine/isolate by a medical provider or the health department?

In the last 14 days, have you had face-to-face contact for 10 minutes or more with someone who has or is suspected of having COVID-19?

Step Five: Your supervisor's email address should automatically populate at the bottom of the self-screen page. If you need to add an additional supervisor you may do so in the 'Additional Email Address' section at the very bottom of the page. Type in your supervisor's email address.

Additional Email Address

Enter multiple email addresses as a comma separated list. Associates performing work in lab spaces, workshops or studios may report to an alternate supervisor such as a PI, faculty advisor or lab manager. If applicable, please insert your alternate supervisor's email address here for daily wellness result routing.

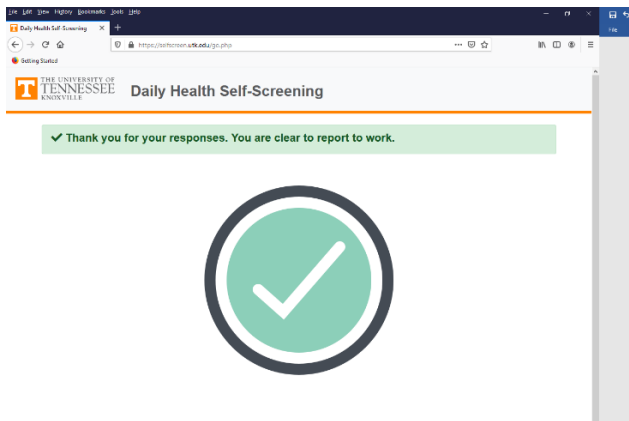


Check In

Finally: Use your mouse to select the 'Check-in' button at the bottom of the page to submit your daily self-screen.

You will receive confirmation if you are cleared to report to work or if you need to stay home.

For employees that need to stay home, select the 'Staff / Faculty Self-Isolation Form' button to complete the self-isolation form. This will help us with campus deep cleaning and contact tracing. You will also receive more information about self-isolation by completing this form.



Clear to report to work!

Stay home!

