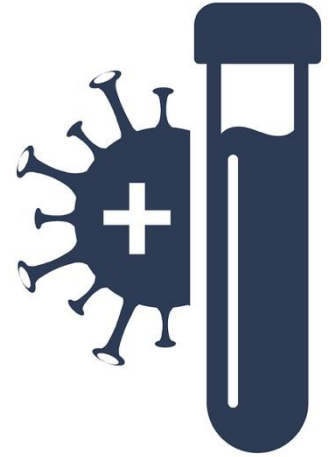


Employee/Student Health Update for

COVID-19

POSITIVE STAFF:



For any question or concerns related to the following updates contact:

| | |
|---------------------------------------------|------------------------------------------------------------|
| Employee/Student Health (ESH) | 315-464-4260 |
| Staff/Student COVID Resource Hotline | 315-464-8436 |
| or refer to Policy | COV P-01 COVID-19 Exposure Protocol |

To improve staff timekeeping and clarify the COVID positive testing process, managers/supervisors will soon have limited access to the Employee/Student Health COVID tracking dashboard. This is the Self-Serve COVID reporting tool that documents when staff or students test positive for COVID-19. It is used for self-reporting home or outside positive tests, and logging in positive tests that were done on the Upstate campus.

As of Feb. 1, managers and supervisors will be able to view some of the pertinent COVID-19 related information in Self-Serve for their staff members only. This will be able to assist in more accurate timekeeping and adjusting staffing needs.

After logging into Self-Serve, managers will:

1. Click on the “hamburger” menu on the top left corner of the page.
2. Click on “Applications”
3. Click on “Employee Health”
4. Click on “COVID tracking”

This will open a list of that managers’ staff members in a dashboard. The pertinent information is listed at the top, including symptom onset date, test date and test site. This information is used to calculate the potential number of days out of work. Managers/supervisors will also be able to see how many historical entries there are for their staff members and when the Return-to-Work Chat-Bot is completed. They will NOT be able to view any other personal symptom history or exposure information.

This is a view-only dashboard- these entries are only able to be modified by the employee or Employee/Student Health.

This update will allow for fewer interruptions for the ill employee at home, and more accurate timekeeping.

Wishing you well,
Employee/Student Health

Questions? Contact Employee/Student Health at ESHealth@upstate.edu