



## **COVID-19 SELF-SCREENING FREQUENTLY ASKED QUESTIONS**

Effective Thursday, Oct. 8, all employees are required to complete a COVID-19 Self-Screening each workday – whether working remotely or at a San Joaquin County Office of Education (SJCOE) facility – using the new web application screening tool at <https://selfscreening.org/log-in>. Employees are encouraged to review the below Frequently Asked Questions to learn more about this new process.

### **Who needs to complete the COVID-19 Self-Screening tool?**

All SJCOE employees must complete and submit the COVID-19 Self-Screening each workday – whether working remotely or at an SJCOE facility.

### **When should I complete the COVID-19 Self-Screening tool?**

Employees should complete and submit the COVID-19 Self-Screening each workday before their scheduled start time. If an employee is working at an SJCOE site, the self-screening must be completed before entering the facility.

### **Why do I need to complete the COVID-19 Self-Screening tool if I'm working remotely?**

The SJCOE would like all employees to develop the habit of using the tool each day. Together, this action helps SJCOE nurses with contact tracing (identifying persons who have symptoms of COVID-19 or may have been exposed to COVID-19) as we work to slow the spread of infection in our county.

### **If I have been advised by an SJCOE nurse to self-isolate or quarantine, do I still need to complete the self-screening each day of self-isolation/quarantine?**

If you have been advised to self-isolate (separates sick people with a contagious disease from people who are not sick) or quarantine (separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick) and you continue to work remotely during self-isolation/quarantine, you must still log in to the self-screening app each workday for further instructions. Based on your individual case, the app will inform you if you need to complete the full screening for that particular day or not.

### **Where can I find the COVID-19 Self-Screening tool?**

The COVID-19 Self-Screening tool can be found on the [www.sjcoe.org](http://www.sjcoe.org) homepage on the highlight section (*images located near the bottom of page*) and under the “Quick Links” section (*bottom of page*).

### **How do I log in to the COVID-19 Self-Screening tool?**

All employees should review the step-by-step COVID-19 Self-Screening instructions for logging in and completing the screening tool. Employees should continue to refer to the instructions each time they log in until they are familiar with the screening tool.



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### **What if I am unable to access the COVID-19 Self-Screening tool due to internet accessibility or electronic device issues?**

When possible, the electronic version of the screening tool should be used. If you do not have an electronic device (computer, phone, etc.) or lack internet access at home, please speak with your direct supervisor for approval to use the paper version. Your supervisor will work with you on a system to collect this information and will work directly with the SJCOE nurse to report your self-screening.

### **How will I know if I should stay home?**

After answering the questions and upon hitting submit, the screening tool will either give you a green checkmark and state “YOU MAY RETURN TO WORK,” or it will give you a red exclamation mark and state “DO NOT REPORT TO WORK.” If prompted to stay home, you will be directed to contact your health care provider and notify your supervisor. Your self-screening will then be submitted to the SJCOE nurse, who will contact you.

### **What should I do if I am unable to login to the COVID-19 Self-Screening tool?**

If you are experiencing issues logging in to the screening tool, please review the step-by-step COVID-19 Self-Screening instructions. If you are still unable to access the tool after following the instructions, notify your immediate supervisor and report the issue to [selfscreening@sjcoe.net](mailto:selfscreening@sjcoe.net).