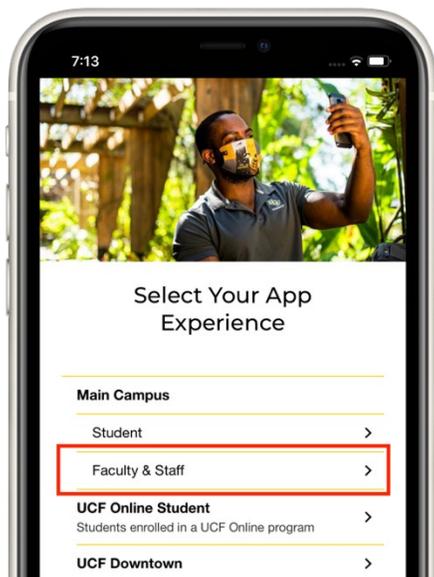# COVID Self-Checker Employee Instructions

Download the UCF Mobile App

The UCF Mobile app is available for iOS and Android smartphones and tablets. UCF Mobile can be downloaded at: https://ucfmobile.ucf.edu.

Accessing the COVID Self-Checker within UCF Mobile

1. Open the UCF Mobile app.
2. On the **Select your App Experience** screen, tap **Faculty & Staff *.**

3. Inside the Faculty & Staff Experience, tap the **COVID Self-Checker** icon.


*If already using another UCF Mobile app experience, tap the **Change App Experience** button at the bottom of the main screen of UCF Mobile to access the **Select your App Experience** screen.

NOTE: The COVID Self-Checker is also available on the web at:
https://www.ucf.edu/coronavirus/self-checker/.

Completing the COVID Self-Checker

1. Inside the Faculty & Staff Experience, tap the **COVID Self-Checker** icon.
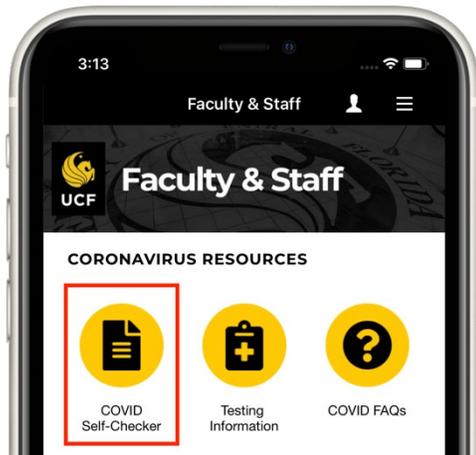

2. Log in to complete the self-screener with your UCF NID and password.

3. The default self-checker language can be changed from English to Spanish.

4. Complete the **COVID-19 Exposure Checker** and **Symptom Checker** sections.

5. Complete the **Employee Information** section with the following information:
   a. *Manager or Supervisor:* Your manager or supervisor will be filled in, but if this is incorrect or not available, tap the text box to search for the correct person.
   b. *Primary UCF Location:* Tap the **Please select Building** box to find the building. Once complete, tap the **Please select Room** box to find a room in the building.
      i. If building and room are not available in the search, write in the location in the text box below.
      ii. If you don't have a primary UCF location, select **I am mobile on campus and do not have a primary location.**

6. Submit the COVID Self-Checker.

COVID Self-Checker Results

The COVID Self-Checker will produce three possible results with instructions and next steps.
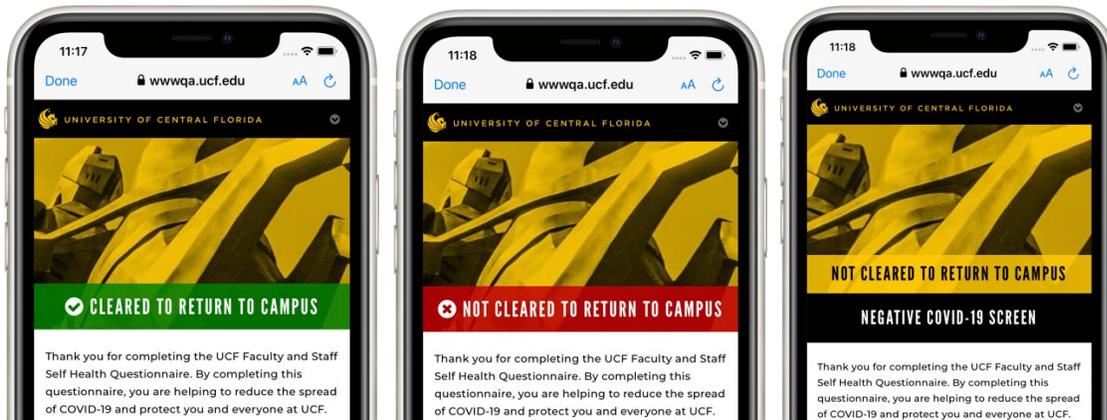
Cleared to Return to Campus
The COVID Self-Checker has produced a **negative screen for COVID-19**. The employee will receive an email receipt and be identified as completing the checker later that day to the supervisor in a daily report.

Not Cleared to Return to Campus – with a positive COVID-19 Screen
The COVID Self-Checker has produced a **positive screen for COVID-19.** The employee will be instructed to not come to campus and is given next steps. The employee and supervisor are notified immediately of the positive screen.

Not Cleared to Return to Campus – with a negative COVID-19 Screen
The COVID Self-Checker has produced a **negative screen for COVID-19 but identified possible symptoms with being sick**. The employee is instructed to not come to campus and to notify their supervisor of their result. The employee receives an email receipt and is identified as completing the checker later that day to the supervisor in a daily report.