COVID Self-Checker Manager/Supervisor 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**.

* Once the employee confirms/completes the selection the first time, the field will be pre-populated for all future submittals. The identified manager/supervisor will receive all email notifications and have access to the Manager Overview Dashboard.

Manager/Supervisor Email Notifications

Employee COVID-19 Positive Screen
- An email notification will be sent to the manager/supervisor if the employee receives a positive screen. The email advises the employee to seek further advice from UCF Health or their own healthcare provider.

![Employee COVID-19 Positive Screen Email]

Daily Employee Self-Checker Results
- Sent every day at 11 a.m., this email notification will show each of the managers/supervisors who has completed the self-checker for the day (before 11 a.m.).

![Daily Employee Self-Checker Results Email]

Manager Overview Dashboard

1. Within the Daily Employee Self-Checker Results email, the manager/supervisor will be able to access the Employee COVID Self-Checker Manager Overview Dashboard. This dashboard serves to assist managers/supervisors with current and previous employee self-check status/results and additional information.
The Dashboard is key in assisting managers/supervisors reviewing daily employee self-checks, including giving insight into employees working 2nd or 3rd shifts. The daily email report will only be sent at 11 a.m. and will miss employees completing the self-checker after 11 a.m.

- The Dashboard will reflect the last self-check date and time for each employee.

- Second-level supervisors will have the option to view their entire team status on the Dashboard. Selecting the View Team’s Daily Results button will toggle the Dashboard for second level manager/supervisor visibility.

2. Please reference the knowledge article (Dashboard Help) accessible within the Manager Overview Dashboard. The article gives a walk-through and a “how-to for the Dashboard.”

Additional Resources

- At the bottom of the questionnaire, there are links for:
  - FAQs
  - Feedback
  - Technical Assistance
PLEASE NOTE: Employees will need to contact their manager/supervisor if they are unable to complete the questionnaire due to technical issues such as PeopleSoft syncing, mobile app, internet browser performance, etc. If there are technical issues, please submit a Technical Assistance Request and the COVID Self-Checker support team will resolve the issue.

If the employee is unable to complete the Self-Checker until the technical issue is resolved, the employee should complete the online PDF Self Questionnaire and follow the instructions based on their responses.