

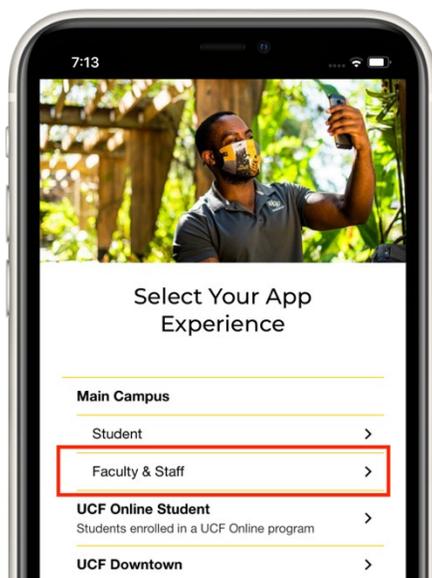
## COVID Self-Checker Manager/Supervisor Instructions

### 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.

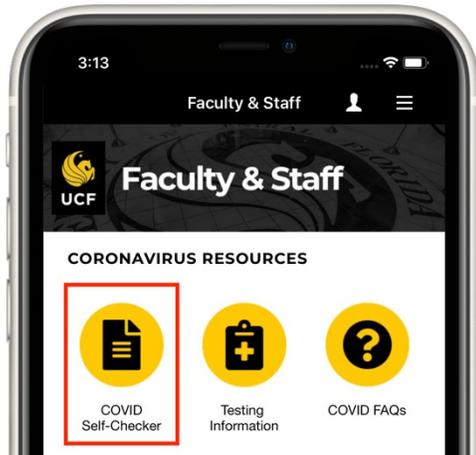


\*If already using another UCF Mobile app experience, tap the **Change App Experience** button at the bottom of the main screen of UCF Mobile to access the **Select your App Experience** screen.

*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**.

A screenshot of the 'Employee Information' form. The form contains several fields: a dropdown menu for 'Manager or Supervisor' (highlighted with a red box), a dropdown for 'Please confirm your primary UCF location' with sub-sections for 'Please select Building' and 'Please select Room', a text input for 'Specify your primary UCF location or room if not found' (containing the text 'TEST'), and a checkbox for 'I am mobile on campus and do not have a primary UCF location'. At the bottom right is a button labeled 'Submit My COVID Self-Checker'.

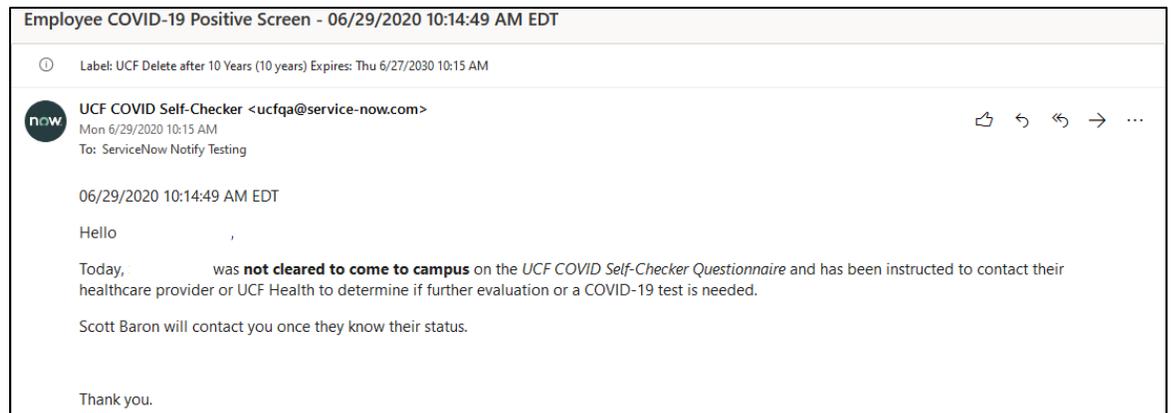
## 6. Submit the COVID Self-Checker.

*\* 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

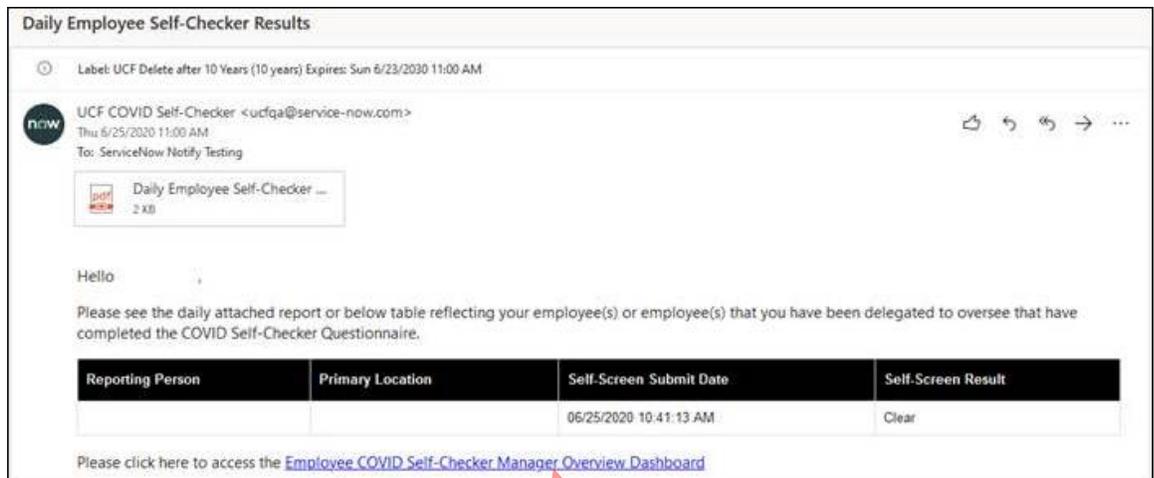
### Employee COVID-19 Positive Screen

- 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.



### 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.).



## 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 2<sup>nd</sup> or 3<sup>rd</sup> 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.

**Employee COVID Self-Checker Manager Overview Dashboard**

Today   Last 7 Days   Last 14 Days   Last 30 Days

Personnel Daily Results			
Reporting Person	Primary Location	Self-Check Submit Date	Self-Check Result
Location	Location	06/26/2020 09:55:24 AM	Not Clear - Negative Screen

Rows 1 - 1 of 1

Personnel Last Self-Check			
Reporting Person	Primary Location	Self-Check Submit Date	Self-Check Result
Location	Location	06/26/2020 09:55:24 AM	Not Clear - Negative Screen
Mobile - On Campus	Mobile - On Campus	06/25/2020 03:31:57 PM	Clear

Personnel Daily Self-Checks Completed

- 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.

**Employee COVID Self-Checker Manager Overview Dashboard**

Today   Last 7 Days   Last 14 Days   Last 30 Days

**View Team's Daily Results**

My Team's Daily Results				
Reporting Person	Manager	Primary Location	Self-Check Submit Date	Self-Check Result
Location		Location	06/26/2020 09:55:24 AM	Not Clear - Negative Screen

Rows 1 - 1 of 1

- 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.*