

COVID-19 ASSESSMENT GUIDE FOR MANAGERS

ADMINISTRATION TOOL

Every Beaumont Health team member must be assessed for COVID-19 symptoms and risk factors before they can work in our facilities. An online assessment tool has been provided for team members to submit their self assessment.

A manger’s administration tool has been created for managers to view and edit their staff assessments. This can be accessed via any browser URL:

<https://secure.beaumont.org/clearforwork>



Alternatively, you can scan the following QR code with your Smartphone camera:

Sign in with your Beaumont.org email.
*.edu users should sign-in using .org instead of .edu

Please sign in using your
@Beaumont.org
email address.

Sign in

first.last@beaumont.org

[Can't access your account?](#)

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Sign in using your Beaumont email address, or if you do not have one, your login id plus @beaumont.org (ex: bh123456@beaumont.org). Visit <https://pss.beaumont.org> to reset your password. For assistance contact the Beaumont Service Desk. 1-888-481-2448

To check on the status of your team members prior to a shift, click on the “Manager” link in the top right corner:

The screenshot shows the Beaumont portal header with the "Manager" link circled in red. Below the header, the user is logged in as Joyce.Oh@beaumont.org. On the left is a "My Profile" sidebar. The main content area features a yellow box titled "COVID-19 ASSESSMENT FOR TEAM MEMBERS" with the text: "Every Beaumont Health team member must be assessed for COVID-19 symptoms and risk factors before they can work in our facilities."

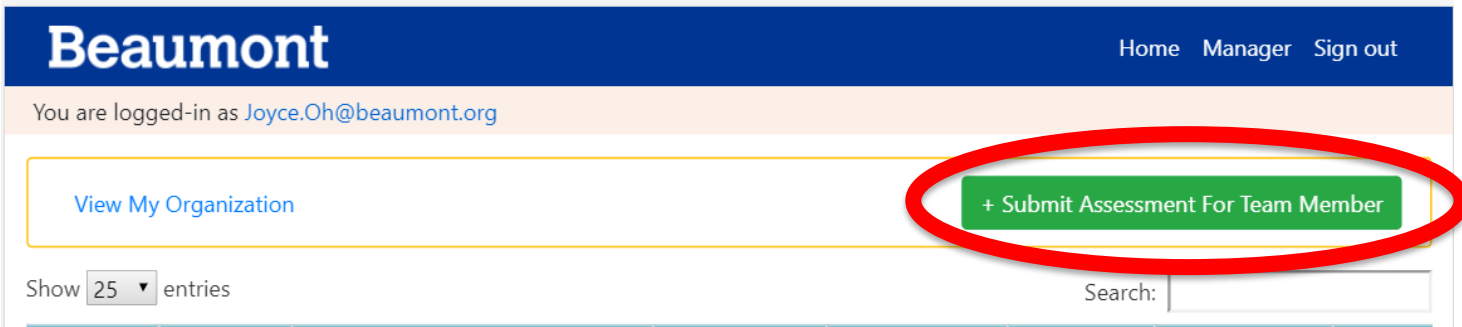
From there you will be taken to a list of your staff. You can sort by submitted date / time to check on the status of most recently submitted assessments. You can also sort on any of the other fields.

The screenshot shows the Beaumont portal with the "Manager" link selected. Below the header, the user is logged in as Joyce.Oh@beaumont.org. A search bar and a "+ Submit Assessment For Team Member" button are visible. Below this is a table of staff members with their assessment status. An orange arrow points to the "Submitted DateTime" column header.

First Name	Last Name	Email	Employee ID	Submitted DateTime	Status	Question1	Question2
Carolyn		Carolyn. @beaumont.org		03/20/2020 02:21 PM	Cleared for work.	No	No
Jeffery		Jeffery. @beaumont.org		03/20/2020 02:21 PM	Cleared for work.	No	No
Jeffery		Jeffery. @beaumont.org		03/20/2020 02:21 PM	Cleared for work*. See your supervisor to receive mask	Yes	No
Joanne		Joanne. @beaumont.org		03/19/2020 08:39 PM	Do not report to work. Call your manager and follow standard call out procedures	No	Yes
Joanne		Joanne. @beaumont.org		03/19/2020 08:38 PM	Cleared for work*. See your supervisor to receive mask	Yes	No
Joanne		Joanne. @beaumont.org		03/19/2020 08:38 PM	Cleared for work	No	No
Joanne		Joanne. @beaumont.org		03/19/2020 08:37 PM	Do not report to work. Call Beaumont Employee Health Services at 248-733-7300	Yes	Yes

[example data only]

For team members who submitted a paper assessment and you need to enter it into the system, click on the “Submit Assessment for Team Member” button.



Click the drop down and select the team member you are entering data for:



Enter the data that the team member submitted and hit “Submit”. The data will be stored in the system.

Employee

Jeffery

Have you been exposed (which means being within 6 feet for 10 minutes or more without a face mask) to a confirmed diagnosed COVID-19 person?

YES NO

Do you have any of the following symptoms: a fever greater than 100° F / 38° C, new cough (out of the norm), shortness of breath or flu-like symptoms like body aches?

YES NO

Submit