

COVID-19 ASSESSMENT FOR TEAM MEMBERS

Every Beaumont Health team member must be assessed for COVID-19 symptoms and risk factors before they can work in our facilities.

This survey must be taken by all Beaumont Health team members whether or not you have a direct patient care role. This survey should be completed every workday.

This survey can be completed on any mobile device with access to a web browser. You do not need to be on the Beaumont network. NOTE: If you do not have mobile device, skip to instructions on page 5.

- 1) Go to the URL:
<https://secure.beaumont.org/clearforwork>

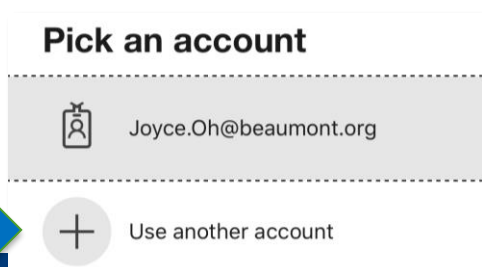
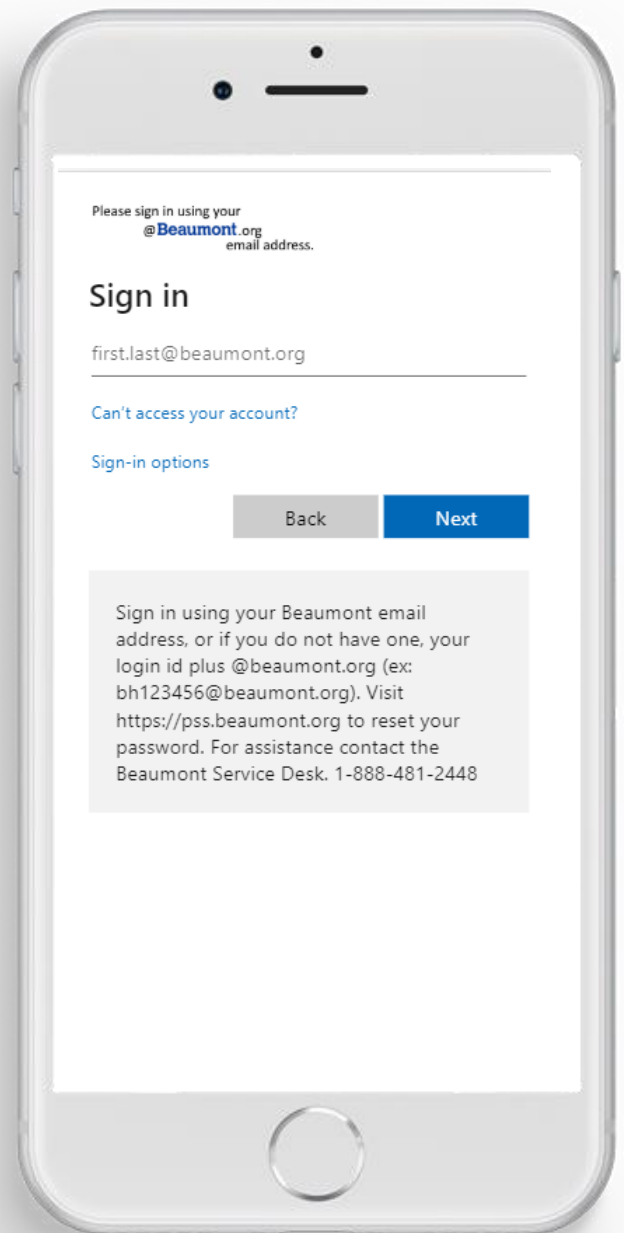
Alternatively, you can scan the following QR code with your Smartphone camera:



- 2) Sign in with your Beaumont.org email
Beaumont.edu users should enter .org instead of .edu.

Note: if you have more than one Microsoft 365 account, your Smartphone may remember the last account you logged into and display that organization (vs. Beaumont).

If this occurs, please select “use another account” and login using your Beaumont.org email.



3) Answer the two questions provided and click "Submit".

The image shows a smartphone screen displaying a web application. At the top, there is a blue header with the word "Beaumont" and a menu icon. Below the header, a notification bar states "You are logged-in as Joyce.Oh@beaumont.org". The main content area is divided into two sections. The first section, titled "My Profile", contains a table with the following information:

Name	Joyce Oh
Employee ID	
Phone	947/522-2638
Manager	Hans Kell
Email	Joyce.Oh@beaumont.org

The second section is a yellow box titled "COVID-19 ASSESSMENT FOR TEAM MEMBERS". It contains the following text:

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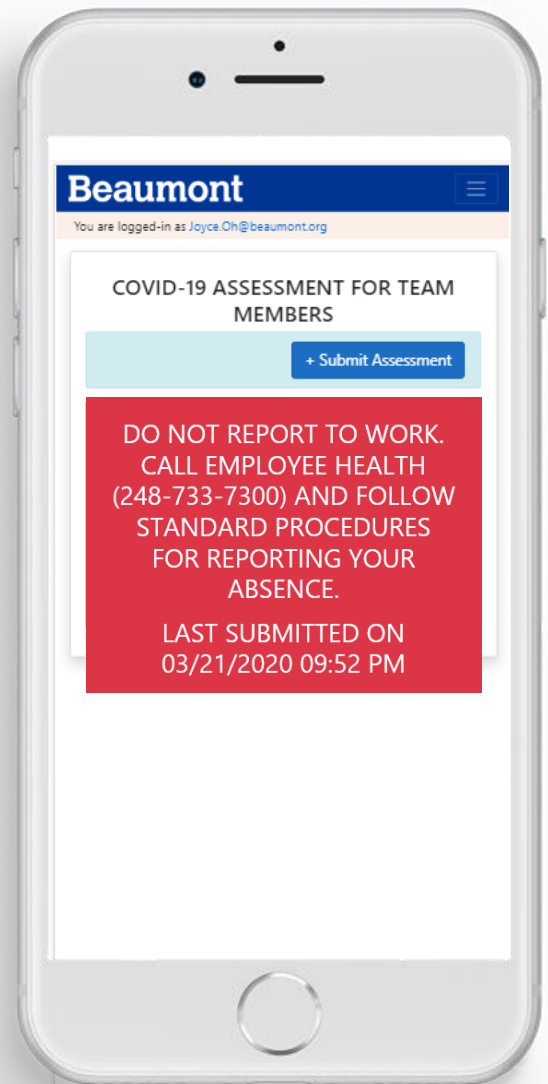
Below this text are two questions, each with radio button options for "YES" and "NO":

1. 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

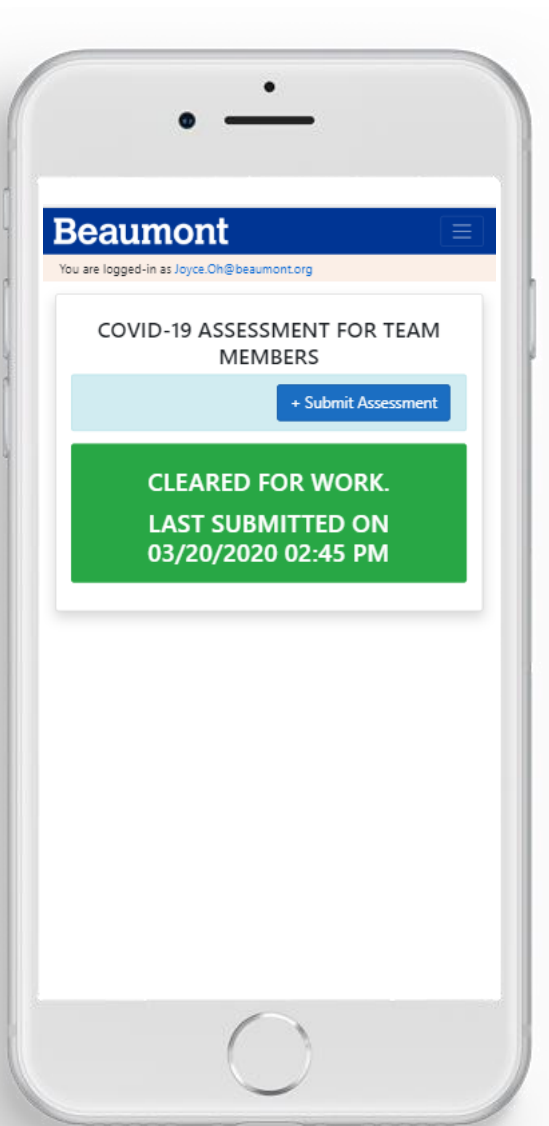
2. Do you have any of the following symptoms: a fever greater than 100 F, new cough (out of the norm), loss of taste or smell, shortness of breath or flu-like symptoms like body aches?
 YES NO

At the bottom right of the survey area, there is a green "Submit" button.

- 4) Based on your answers, you will receive one of four instructions. If you received a RED screen, DO NOT REPORT TO WORK but follow the instructions provided.



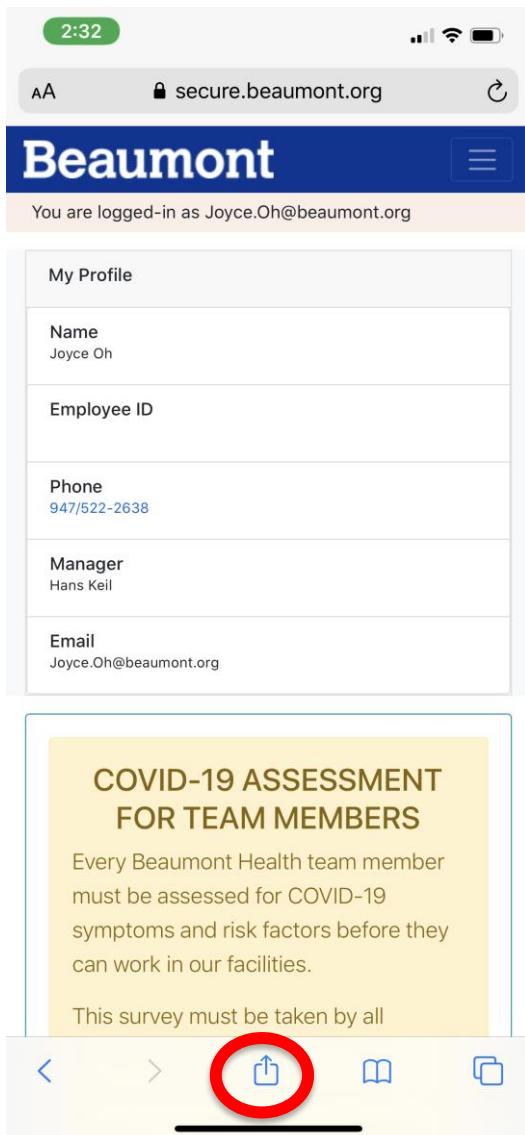
5) For the YELLOW AND GREEN screens, REPORT TO WORK and be prepared to show your smartphone for entry into the facility.



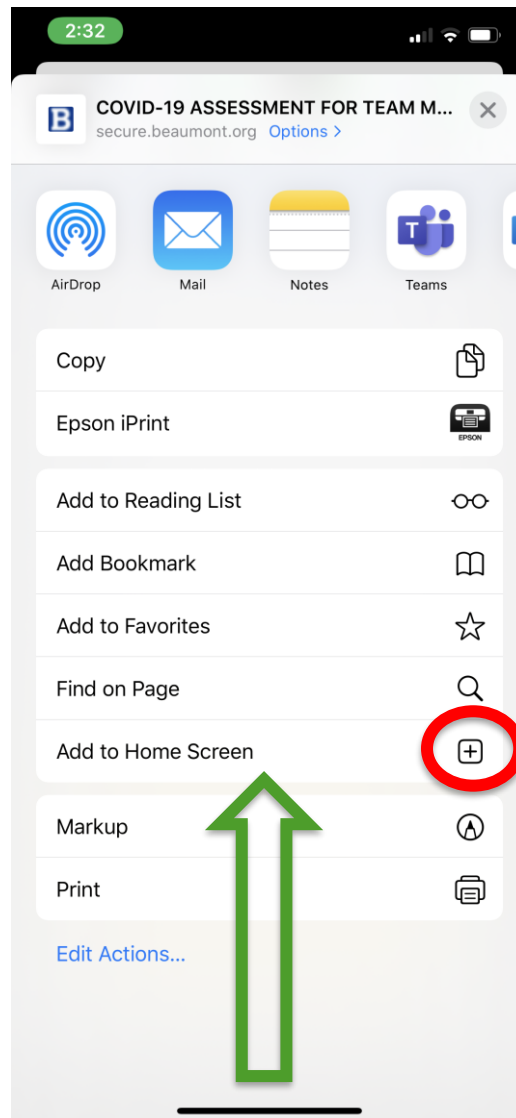
To add the Covid-19 Assessment to your Smartphone home screen:

FOR IPHONE USERS (NOTE THIS ONLY WORKS WITH THE SAFARI BROWSER, NOT CHROME):

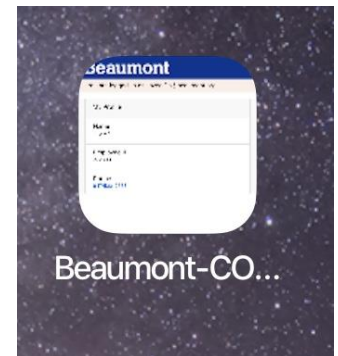
1. Enter website address as <https://secure.beaumont.org/clearforwork>



2. Press the middle "Share" Button



3. Swipe Up to see all the Options
Press the "Add to Home Screen" Button



4. The icon is now on the home Screen

iPhone users experiencing connectivity or server issues while using the iPhone mail app to send Beaumont email should download the Microsoft Outlook app from the App store

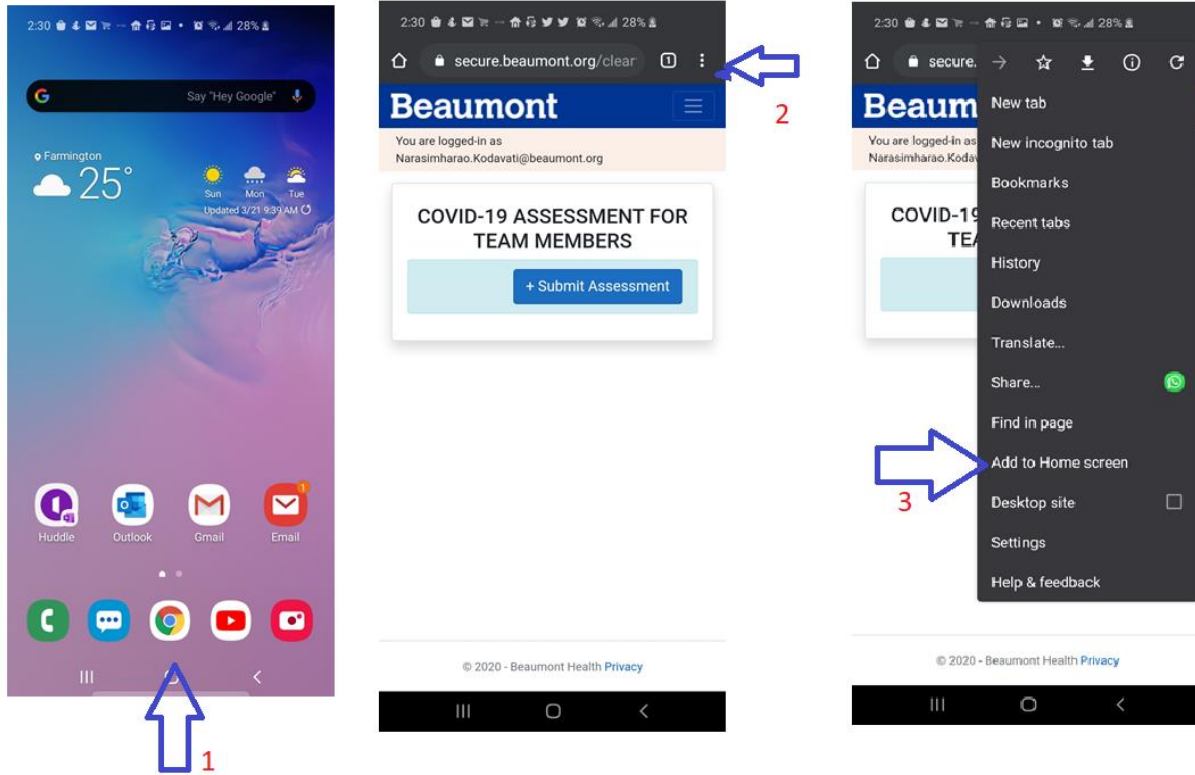
[Instructions on how to setup Microsoft Outlook app](#)

1. From the App Store, download the Microsoft Outlook app

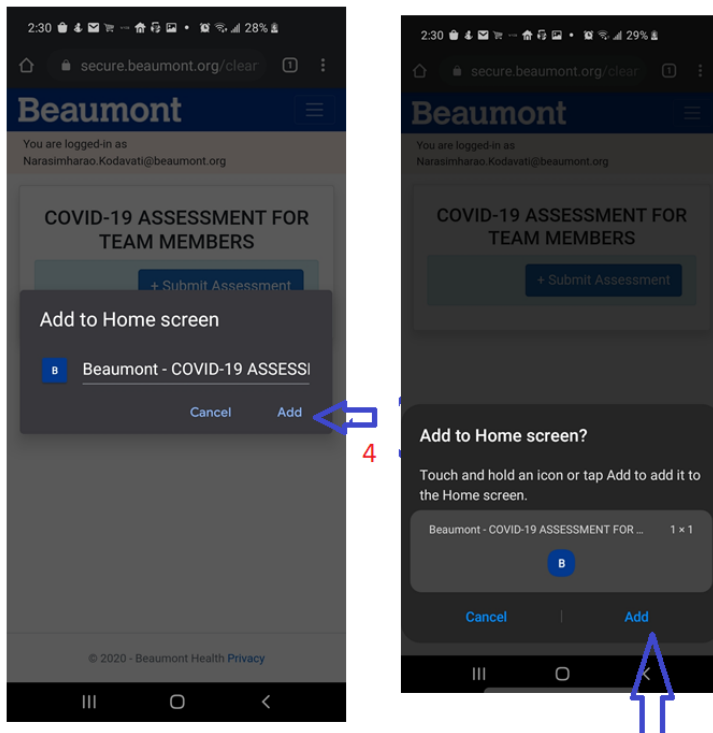


2. Open the Outlook app
3. Tap Get Started.
4. Type in your Beaumont email address.
5. Tap “Exchange”
6. Enter your Workspace email password, your display name, and an optional description of the account. If prompted for the following information, please use following settings:
 - Server: mail.beaumont.org
 - Domain: BH
 - UserID: your BH login ID (e.g. 123456 or bh123456)
7. Tap Go on the keyboard.
8. If you would like to add another account, you can. Otherwise, tap Maybe Later. That's it. You're done! You should see your inbox in the app and be able to send and receive email.

FOR ANDROID USERS:



3. Open Chrome App and navigate to <https://secure.beaumont.org/clearforwork>
4. Select the options menu (three vertical dots on the top right corner)
5. Click on the Add to Home screen option to add shortcut to your phone's home screen.



1. It prompts the user with the below message. Select Add to confirm the icon name
2. Select Add again to create the icon on the user's phone

If you do NOT have a smartphone, you can download a paper version of the assessment from the *experienceBeaumont* site. You can print the form and bring the completed form with you when you arrive to work.

Beaumont

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NOTE: ALL FIELDS ARE REQUIRED.

Name (first and last): _____

Employee ID: _____ **Date and time:** _____ AM / PM

1) 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**

2) Have you developed ANY of the following:

- Fever greater than 100F
- NEW shortness of breath
- NEW flu-like symptoms like body aches
- NEW diarrhea
- NEW abnormal cough
- NEW loss of taste or smell (in addition to the above)

YES **NO**

3) Please check which two answers you selected above:

1. YES & 2. YES **DO NOT REPORT TO WORK**
Call Employee Health (248-733-7300) and follow standard procedures for reporting your absence.

1. NO & 2. YES **DO NOT REPORT TO WORK**
Follow standard procedures for reporting your absence and call the COVID-19 Employee Hotline at 947-522-3466 and select option 2.

1. YES & 2. NO **CLEARED FOR WORK**
See your supervisor to receive a mask.

1. NO & 2. NO **CLEARED FOR WORK**

3/26/2020 2:32 PM