



UNIVERSITY OF WASHINGTON GUIDANCE FOR SYMPTOM MONITORING FOR COVID-19

June 9, 2020

The Washington Department of Labor & Industries (L&I) Division of Occupational Safety and Health (DOSH) [Directive 1.70](#) requires that employers have a program to prevent sick employees from entering the workplace and when recognized, that ill employees are sent home. This guidance applies to faculty and other academic personnel, staff, students, contractors, visitors, volunteers and other personnel who present in-person at any University work site. *UW Medicine personnel should follow established protocols for medical center employees.*

University departments have the following responsibilities:

1. **Communicate** that personnel and visitors *must stay home* if they are sick or have symptoms consistent with COVID-19 infection, even if symptoms are mild. (see below for list of symptoms) Communicate that personnel who develop symptoms while at work, *must* leave the workplace.
2. **Ensure ill employees do not come to work on campus.** Supervisors *may not* allow ill employees to come to work or remain in the workplace.
3. **Display posters with this message** in your workplace and at building entrances. University [Stay Healthy, Huskies](#) messaging and graphics are online. Combine this with other communication channels commonly used in your department or unit.

In addition, the [DOSH Directive 1.70](#) recommends health surveillance to identify early signs of infection, and separate workers who may present a risk to others prior to entering the workplace. Public health agencies also recommend that employers implement COVID-19 [symptom screening](#), which can include symptom self-attestation. Symptom self-attestation involves an individual reviewing a list of symptoms and declaring the presence or absence of those symptoms. Units that implement other types of health surveillance methods should contact the EH&S Employee Health Center at covidehc@uw.edu.

The University has developed an enterprise-wide tool through [Workday](#) that is required for UW units to conduct daily symptom self-attestation for all [staff and student employees](#), and [academic personnel](#) working on site at a UW work location. Under extenuating circumstances (e.g., field staff without online access), UW units may have different attestation systems, which is described on page 2. [Contractors and vendors](#) are subject to symptom attestation requirements when working at a UW work location. Information on contractor/vendor attestation is included in the information on page 2.

The University's daily symptom attestation does not require or recommend that units take individuals' temperatures onsite at the University. Employees or students who are ill or experience symptoms are expected to check their temperatures at home, and if they have a fever (100.4 or higher), they are required to stay home. Some units may make thermometers available as part of a first aid kit for individuals to check their own temperature if they begin to feel ill while at a University location. Questions about temperature checks can be directed to the Environmental Health & Safety Department Employee Health Center at covidehc@uw.edu.



SYMPTOM SCREENING GUIDANCE FOR UW UNITS THAT DEVELOP CUSTOMIZED PROCEDURES

UW units with personnel who are unable to complete the symptom attestation in Workday (e.g., contractors, vendors) may develop a separate or customized procedure for daily symptom screening. Units are required to consult with Human Resources, Labor Relations, and [UW-IT](#) (for electronic attestations) to ensure systems meet existing privacy and security requirements. In addition, UW units that develop customized symptom screening procedures:

- Are required to establish a protocol that aligns with the guidance in this document and adheres to all applicable federal, state and local regulations, and University policies
 - May determine the screening method, frequency (at least daily), procedures for reviewing screening results, and assign responsibility for follow-up actions, notification and recordkeeping
1. **Screening method:**
 - Ask individuals to review a list of symptoms and attest to **not** having COVID-19 symptoms prior to arriving on site. Ask the questions as stated in the [Symptom Self-Attestation](#) in this document. UW units that wish to deviate from the text provided in the Example Symptom Self-Attestation must first consult with UW Human Resources and the Environmental Health & Safety Department (EH&S).
 - UW units can choose to conduct screening via email, phone, online survey (e.g., Catalyst) or paper survey.
 - Screening conducted in person is allowed only if physical distancing rules (6 feet of distance between individuals) and face covering rules are followed.
 2. **Frequency:** Conducting screening is not required more than once per day; however, some worksites may choose to add a second screening at the end of each shift. Units should develop a procedure for individuals to document themselves as “screened” on the current date to avoid repeat screenings.
 3. **Communicate** prior to screening:
 - The purpose, requirements for participation and screening procedures.
 - The requirement to stay home or leave a campus worksite if an individual cannot attest to being without symptoms.
 - The unit or department’s time away from work policy and HR consultant contact information (as appropriate).
 - The confidentiality of screening records that will be kept separate from personnel records.
 4. **Follow the unit’s protocol** based on daily screening results, including determining whether, how and when screening results will be reviewed and what actions will be taken based on the results.
 5. **Exclusion criteria:** Personnel who cannot attest to being without symptoms are required to stay home to monitor their symptoms until they are no longer ill or symptomatic. Those with suspect or confirmed COVID-19 should meet public health criteria for [discontinuing home isolation](#) before returning to work.



6. **Medical:** Individuals with COVID-19 symptoms should contact their health care provider for medical guidance. Refer to the [FAQ "What do I do if I feel sick?"](#) on the [UW COVID-19](#) webpage for instructions and testing information for UW employees.
7. **Notification:** University units and personnel are **required to report suspected or confirmed cases** of COVID-19 to the [EH&S Employee Health Center](#) at 206.685.1026 or covidehc@uw.edu. *UW Medicine personnel should contact their respective employee health center.*

Visit the [UW COVID-19](#) webpage for information on the University's response when a member of the UW community has confirmed COVID-19, specifically the [FAQs](#):

- *How does the UW respond when a member of the UW community has confirmed COVID-19?*
 - *How does the UW follow up with close contacts of a person who tested positive for COVID-19?*
8. **Compliance and records retention:** The UW unit must maintain the symptom screening/attestation as a confidential record that is retained separately from other records, including from an individual's personnel record. These records must be retained for six years from the beginning of the following fiscal year, in accordance with the retention schedule approved by the Washington State Records Committee. In [compliance](#) with non-discrimination laws, employers are allowed to ask employees if they are experiencing symptoms of the pandemic virus during an outbreak.
 9. **COVID-19 Prevention:** UW units with personnel who must work on site to perform work to support critical operations are required to adhere to current health and safety standards and the DOSH [Directive 1.70](#). Refer to the [University Requirements for COVID-19 Prevention in the Workplace](#).

RESOURCES:

[Washington Department of Safety and Health Directive 1.70 for General Coronavirus Prevention in the Workplace](#)

[University of Washington Coronavirus Webpage](#)

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

[Washington Department of Health Recommended Guidance for Daily COVID-19 Screening Employees and Visitors](#)

[Washington State Human Rights Commission Guidance for COVID-19 and Compliance with Non-Discrimination Law](#)

COVID-19 SYMPTOM SELF-ATTESTATION FOR ON-SITE PERSONNEL AND VISITORS

Continued on the following page.



COVID-19 SYMPTOM SELF-ATTESTATION FOR ON-SITE PERSONNEL AND VISITORS

Since your last day of work, or since your last visit to a University facility, have you experienced any of the following symptoms?

- A new **fever** (100.4 F or higher) or a sense of having a fever?
- A new **cough** that you cannot attribute to another health condition?
- New **shortness of breath** that you cannot attribute to another health condition?
- A new **sore throat** that you cannot attribute to another health condition?
- New **muscle pain** that you cannot attribute to another health condition or that may have been caused by a specific activity, such as physical exercise?
- New **gastrointestinal symptoms**, such as nausea, vomiting or diarrhea that you cannot attribute to another health condition?
- New **respiratory symptoms**, such as a runny nose, that you cannot attribute to another health condition?
- New **chills** that you cannot attribute to another health condition?
- New **loss of taste or smell** that you cannot attribute to another health condition?
- A new **headache** that you cannot attribute to another health condition or emotional reason?

I attest that prior to coming in to work on today's date that I do *not* have any of the above symptoms.

- I read the above statement.
- I attest that I do *not* have any of the above symptoms.

If you are sick or have one or more of the above symptoms:

- You must stay home or leave the UW facility at which you are working.
- Follow your department's procedure for calling out sick or requesting to work from home.
- Contact your health care provider for medical guidance.
- Follow the guidance in the [FAQ "What do I do if I feel sick?"](https://www.washington.edu/coronavirus/faq/) at <https://www.washington.edu/coronavirus/faq/>.

If you received positive test results for a COVID-19 infection within the past 14 days, stay home and follow the guidance in the [FAQ "What do I do if I have confirmed or suspected COVID-19?"](https://www.washington.edu/coronavirus/faq/) at <https://www.washington.edu/coronavirus/faq/>.

If within the past 14 days you were in close contact with a person who has a COVID-19 infection, stay home and follow the guidance in the [FAQ "I have been in close contact with a person who has COVID-19. What should I do?"](https://www.washington.edu/coronavirus/faq/) at <https://www.washington.edu/coronavirus/faq/>.

Close contact includes being within approximately 6 feet of a person with confirmed COVID-19 for more than a few minutes, living with a person who has COVID-19 or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on, kissing, sharing utensils).