

From: [Evelyn H. Jacobson](#)
To: [All CCG](#)
Subject: COVID-19 Health Screening Application
Date: Friday, May 29, 2020 6:15:04 AM
Attachments: [COVID19 Health Screening App instructions.docx](#)

Good morning,

On June 1st employees will begin a gradual return to County buildings. During this time, employees who enter County buildings will be required to do a self-assessment COVID-19 health screening. IT has developed a small application, the COVID-19 Health Screening Application, to assist with this health screening. This is a web application which can be accessed from any device that has a connection to the internet (e.g., smartphone, tablet, desktop computer, County kiosk, etc.)

Please see the attached instructions regarding the self-assessment COVID-19 health screening process and the associated application.

Please contact the IT Help Desk if you have any questions or concerns regarding the application or related technologies:

- Call the IT Help Desk at 301-645-0614 from an external phone
- Dial HELP on your County Cisco IP desktop phone
- E-mail HelpDesk@charlescountymd.gov

Thank you.

Evelyn Jacobson

Chief of Information Technology

Charles County Government

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COVID-19 Health Screening Instructions

Updated 5/29/2020

The COVID-19 Health Screening application provides Charles County staff with an automated means of completing a health screening questionnaire.

Employees will use their network credentials to access the application.

This is a web application which can be accessed from any device that has a connection to the internet (e.g., smartphone, tablet, desktop computer, County kiosk, etc.)

The application is located at www.charlescounty.org/apps/covidscreen

This link will be available on the County's main website Employees only page <https://www.charlescountymd.gov/government/employees-only> and on the front page of ICG. For easy access on your smartphone, set up the link as a shortcut on your smartphone home screen (instructions below.)

The COVID-19 Health Screening Process

Before you arrive at work, if you can answer YES to any of the questions below, *do not come to the County building*. Leave and call your supervisor.

- Do you have a fever, sore throat, cough, or shortness of breath?
- In the past 14 days, have you traveled on a cruise or out of the country?
- In the past 14 days, have you been exposed to a COVID positive individual?
- Is your temperature greater than or equal to 100.4 degrees?

When you arrive at work, follow the procedure below:

- Use the provided hand sanitizer
- Take your temperature
- If your temperature is greater than or equal to 100.4 degrees, immediately leave the building. After exiting, call your supervisor.
- If your temperature is less than 100.4, check in by completing the COVID-19 health screening questionnaire by one of the following methods:
 - Use the County kiosk to access the online app
 - Access the app through your smartphone
 - Access the app at your desktop
 - Complete the paper log
- Once you have completed the COVID-19 Health Screening questionnaire, take a disinfectant wipe with you to your workstation. Wipe down your work area and all high touch locations within your area before you start work.
- You **MUST** complete the health screening questionnaire if you are in a County building

Using the COVID-19 Health Screening application

1. **Log into the application** using your network credentials. This is the UserID and password you use when logging into your PC.
 - a. Once authenticated, the system will determine whether you need to check in, check out, or call your supervisor. This determination is based upon your most recent activity in the application.
 - b. If an employee leaves for the day and does not check out, on the next login the system will have him check out; then he may check in.

2. **Check In**
 - a. Select your Location from the dropdown box. This should be the building that you are entering.
 - b. Respond Yes or No to all questions on the screen. If you inadvertently skip a question, the system will alert and highlight the question that was missed.
 - c. When all questions have been answered, press Submit.
 - d. The system will record your responses and show one of two pages
 - i. A page that confirms that you are approved to go into the building/work area, and instructions for disinfecting your work area.
 - ii. A warning page to alert that you must leave the building immediately and call your supervisor.

3. **Person Under Investigation (PUI)**
 - a. If, during either the check-in process, you answer YES to any question, your status will be changed to PUI.
 - b. If your status is PUI, you will not be able to use the automated COVID-19 Health Screening process. Please call your supervisor for further instructions.
 - c. To remove a PUI status, a COVID-19 Contact Tracer must contact one of the following individuals:
 - i. Bill Kidwell kidwellb@charlescountymd.gov 301-396-5838, x2838
 - ii. Cheryl Offenbacher offenbac@charlescountymd.gov 301-645-0738, x2738
 - iii. Evelyn Jacobson jacobsoe@charlescountymd.gov 301-645-0713, x2713

Adding a web link as a shortcut on your smartphone home screen:

iPhone

- Use Safari to navigate to the page on your iPhone
- Tap the Share icon  at the bottom of the page
- Select “Add to Home Screen”

Android

- Use Chrome to navigate to the page on your smartphone
- Click the menu button  or  next to the address bar
- Select “Add to Home Screen” -