This letter describes the UMB Employee COVID-19 Symptom Monitoring Program. Your participation is important for keeping our people safe while we work to re-open our facilities. The goal of the Employee Monitoring Program is to give our on-campus employees the ability to self-report any symptoms they may be experiencing daily, while keeping supervisors informed about the status of their employees.

Here is how it will work.

1. When you identify employees who need to be on campus, you will send them a link to register in the monitoring system. Please scroll to the end of this for email language you can copy and paste to instruct your employees to register.

2. Opening the link will take the employee to a demographics form registering them in the system.

3. This will then trigger a daily email to the employee asking them to complete a short form that asks about plans to be on campus that day, with one reminder if not completed within two hours.
   a. If the employee does not plan to be on campus that day, the questionnaire ends. (No need to report symptoms if not planning to be on campus.)
   b. If yes, they are asked about presence of symptoms of COVID-19
      i. If no symptoms are reported, they receive a note that they are cleared to work on campus.
      ii. If symptoms are reported, they receive an email with guidance about calling the hotline, informing their supervisor and staying home. The hotline, in collaboration with employee health, will provide guidance on testing and return to work.
   c. Supervisors may request pauses in email reminders for employees who are expected to be off campus for prolonged periods of time by emailing Dr. Marianne Cloeren.

4. As the program evolves, we will develop reports to use for dashboards to monitor cooperation and results. If you have ideas for a specific report please contact Dr. Marianne Cloeren.

As a PI or supervisor to one or more employees, you can help keep our campus community safe by remaining up to date on the status of your employees. To assist you with this, you will be receiving the following pieces of information regularly:

1. A copy of the email sent to your employee confirming registration in the system.
2. A copy of the email sent in response to an employee reporting symptoms or exposure.
3. A weekly report that describes which of your employees have been on campus for work and which have experienced symptoms, completion data, and other critical information.

We hope that the information we share helps you better manage your employees during these challenging times. Our system is flexible and can adapt to your needs. Your questions about this process are welcome.

Please continue to follow the appropriate safety guidelines, and we thank you for doing your part in keeping our campus healthy and safe.

Use this email to instruct employees to register:

Please follow this link to register in the UMB Symptom Assessment For Employees On Campus (SAFE on Campus) Program: https://rs.isgs.umd.edu/surveys/?s=YPYPMDCKL. This will set you up to receive a daily reminder to log any symptoms that may relate to COVID-19 on days you are coming to campus, and provide you with instructions if you do develop symptoms.

Thank you!