Daily Employee Self-screening Process Flow
(Last Revised 8/5/2020)

Employees should register their mobile devices to receive screening alerts (click here).

On-site visit to campus?

- NO
  - Employee not required to complete self-screening
  - End

- YES
  - Employee required to complete self-screening (click here)

Risk to campus?

- NO
  - Employee may report to their worksite
  - End

- YES
  - Employee should not report to work and seek guidance from a medical professional

Employee should not return to the worksite until cleared by a medical professional

Supervisor must notify the ECU Office of Prospective Health (click here)

The self-screening tool does not capture or store information on employees and their answers; the application simply evaluates an employee’s responses in real-time in order to provide guidance.

Known COVID-19 Symptoms
- Fever (100.4 degrees F or greater as measured by an oral thermometer)
- Cough
- Shortness of breath or difficulty breathing
- Sore throat
- Loss of taste or smell
- Chills
- Recent body aches/muscle pain
- Diarrhea
- Vomiting
- Known exposure to someone who has COVID-19
- Congestion or runny nose

The ECU Physicians Rapid Access Clinic (252-744-0555) is also available to provide medical services and guidance on when an employee may return to the worksite. Click here for more information.

The ECU Office of Prospective Health is also available to help provide guidance on when an employee may return to the worksite. Click here for more information.

While registration for the mobile device functionality and using the digital symptom screening tool is optional, please note that the requirement to self-screen before all campus visits is mandatory. That requirement is codified in the Employee COVID-19 Health Monitoring Regulation. Should any of the symptoms listed above be present, the employee should not report to campus.

The self-screening application will evaluate employee responses and engage in a dialogue in order to suggest care options. Should an employee be experiencing any known COVID-19 symptoms and/or test positive, they should immediately self-quarantine and seek guidance from their medical provider. The ECU Office of Prospective Health is also available to help provide guidance in such situations.

Employees should additionally follow their department’s normal call-out procedures to ensure that their supervisor and local management is aware that they are experiencing COVID-19 symptoms and will not report to work at their normally scheduled time.

While employees are away from work, supervisors may allow for telework should work be available and/or employees may take leave. Please contact the HR Benefits Office for more information about available leave options.