Executive Summary

All UW Medicine employees will self-attest that they do not have COVID-19 related symptoms. There will be paper sign-in sheets at each site for staff to sign-in and self-attest upon arriving to work:

- Inpt Unit Front Desk
- Clinic Front Desk
- All other (e.g. EVS): home station

Details

- Notebooks for employees to self-attest that they have no symptoms. Cover page on binder that states expectations. Staff member enters date and name (print & signature) on sign-in sheet.
- Documents should be located at these sites:
  - Inpt Unit Front Desk
  - Clinic Front Desk
  - All other (e.g. EVS): home station based on Manager’s discretion
- Manager expectation: It is the responsibility of the Manager to monitor & manage their employees for self-attestation.
- Vendors: Any department/unit interacting with vendors should have vendors self-attest as a visitor.
- Employee Response:
  - If employee is asymptomatic, they should sign the attestation.
  - If employee is asymptomatic and refuses to sign, even after discussion with Manager, employee is sent home without pay.
  - If employee presenting symptoms, employee is sent home and should follow standard sick leave policy.
- Document Storage
  - Units will retain all documentation. All paper should be stored in a box.
  - When the self-attestation process sunsets, all documentation should be sent to UW Medicine Records Management using their standard record transfer process.
    - School of Medicine self-attestation documentation should also be sent to UW Medicine Records Management.)
    - Exception: Valley Medical Center and UW Neighborhood Clinics should retain according to their own records retention policies.
  - UW Medicine Records Management will retain the documentation for the required retention period.
- Consideration for OPS: Shared Services, UWP, SoM Admin, and other non-clinical areas will need to best determine (based on Manager discretion) what their home station will be. Self-attestation should be for staff physically coming to work.
Communications

- All staff email regarding both new processes is being drafted by Will Ludlam
- Considerations for OPS/LOGISTICS:
  - Email to managers on implementation and documentation management
  - Two templates have been drafted self-attestation (see attached)

Appendix – Considered at UWMC/ML, HMC but not recommended for initial implementation

Kronos Automated Self-Attestation (Point person: Stephanie Howe)

- On Kronos: UW Medicine non-exempt employees, not including School of Medicine or UW Neighborhood Clinics
- Not on Kronos: Faculty, residents, pro-staff, School of Medicine, ambulatory clinic staff
- Can change functionality when staff clock-in to, high level details follow:
  - When a user punches a set of questions regarding covid-19 symptoms would be asked.
  - This could be done at the computer and the clocks.
  - This will only apply to people who punch, for example, this would not include Exempt staff or ProStaff.
- Negative impacts to the change:
  - Training – Steps to punch in and out would change and there would be a need for training.
  - This change impacts our ability to allow punches to occur during the event of a Kronos outage, since it requires the system to be online to provide the functionality of gathering a response to questions. (business continuity/high availability)
  - We are still unsure how we would monitor/respond to employees who answer they have symptoms of COVID-19
  - Would require employees to touch the clock.
- Aggressive estimate for this would be 30 hours and includes the following tasks:
  - Navigator configuration and testing
  - Attestation (ATK) infrastructure build and testing
  - Testing at the clocks
  - Push-out of changes to all clocks.