

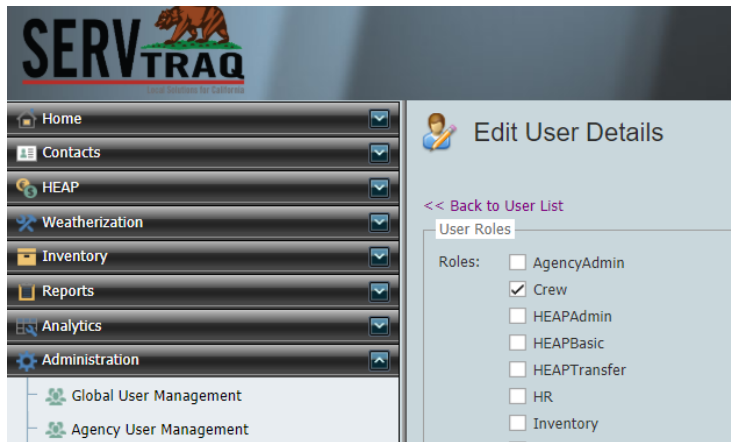
ServTraq Health Check Form

Background

We recently added an employee self-certification Health Check form to the ServTraq® mobile app for Covid19 screening. This new addition is intended to prevent the spread of Covid-19, and help facilitate employee crew scheduling and compliance. Employees that complete the mobile Health Check form will receive a “pass” or be flagged as “being at risk”. The immediate supervisor will receive notification of “at risk” employees for further action.

Settings

To access the ServTraq® Health Check form, the employee must have a ServTraq login ID with at least a “Crew” member permission role. User permission levels can be updated in Administration>Agency User Management> click Employee Name.



The employee record must have the ServTraq Login ID entered and the name of the Supervisor entered. The supervisor selected will be notified of any “at risk” submissions for that employee.



Edit Employee

CARLOS AGUILAR, EmployeeID - 389

Employee Details

Name:	CARLOS		AGUILAR
	First Name	Middle Name	Last Name
Current Position:	SHORR CREW MEMBER	SHORR	
	Job Description	Department	
Current Position(2):			
	Appointment Type	Exempt/Non-Exempt	
Social Security Number:	____-____-____		
Date of Birth:			
ServTraq Login:	60000Aguilar		
VM Code/Crew Leader:	WX	<input checked="" type="checkbox"/> Crew Leader?	<input type="checkbox"/> Manager? <input type="checkbox"/> Intake Appt Resource?

Organizational Data

Supervisor:	MONICA GONZALEZ
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Health Check Form

Log in to the ServTraq mobile app. Make sure the ServTraq Mobile app is updated as well as your phone software (iOS 3.16, Android 5.6.1). Tap on the Health Check menu option to open the form. Answer the questions below and click **Submit Health Check**.

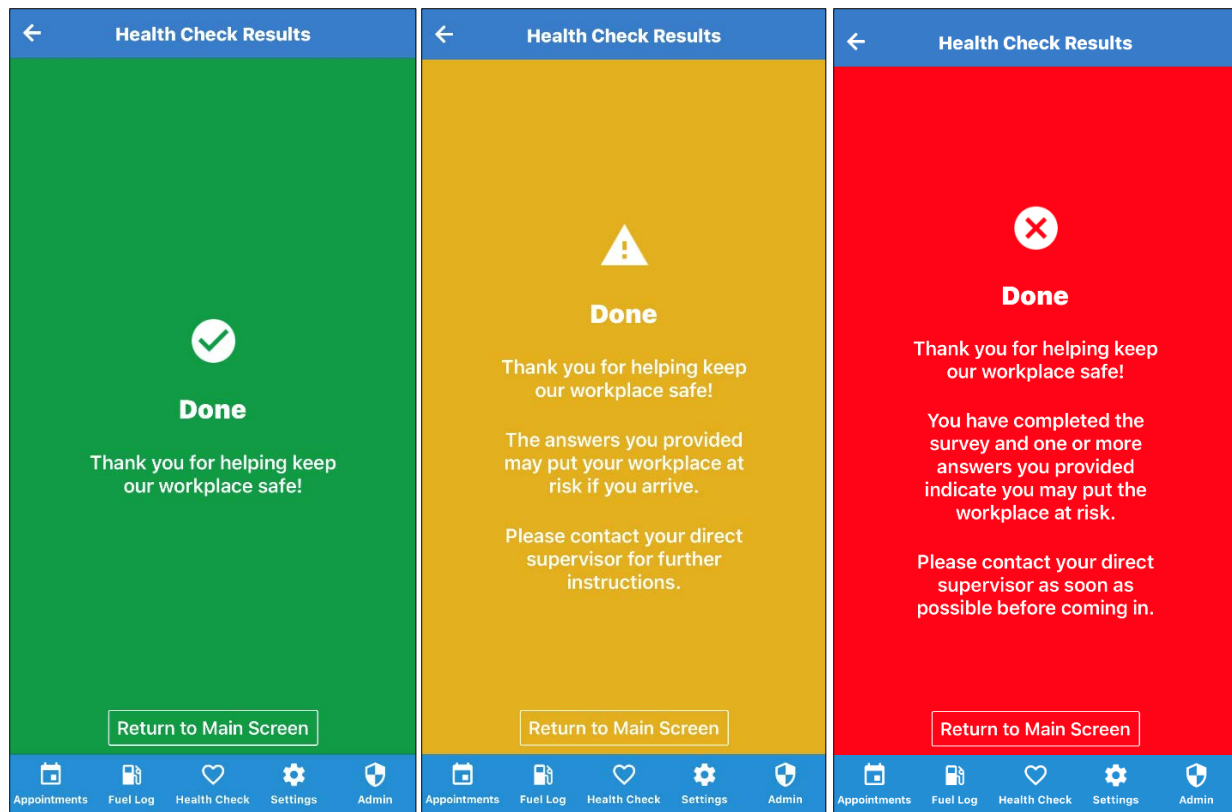
Health Check Questions
Fever or chills? (measured with a thermometer or not)
New or worsening cough?
Shortness of breath? (new or worsening)
Fatigue? (New tiredness doing normal activities)
Body aches?
Headache?
Diarrhea?
Sore throat?
Loss of sense of smell or taste? (new or worsening)
Have you recently come in contact with a person with a confirmed or suspected case of Covid-19?
Take your temperature. Is it 100.4F/38C or higher?

The screenshot shows the 'Health Check' form within the ServTraq mobile app. The form has a blue header with the title 'Health Check' and a three-dot menu icon. Below the header, there are several questions, each followed by 'Yes' and 'No' radio button options. The questions are: 'New or worsening cough', 'Shortness of breath (new or worsening)', 'Fatigue (new tiredness doing normal activities)', 'Body aches', 'Headache', 'Diarrhea', 'Sore throat', 'Loss of sense of smell or taste (new or worsening)', 'Have you recently come in contact with a person with a confirmed or suspected case of COVID-19?', and 'Take your temperature. Is it 100.4F/38C or higher?'. At the bottom of the form is a blue button labeled 'Submit Health Check'. Below the form is a navigation bar with five icons: a calendar for 'Appointments', a fuel pump for 'Fuel Log', a heart for 'Health Check', a gear for 'Settings', and a shield for 'Admin'.

Results

After clicking submit, the employee will receive one of the following messages:

- **Green** – Thank you for keeping our workplace safe!
- **Yellow** – Thank you for keeping our workplace safe! The answers you provided may put your workplace at risk if you arrive. Please contact your direct supervisor for further instructions.
- **Red** – Thank you for keeping our workplace safe! You have completed the survey and one or more answers you provided indicate you may put your workplace at risk. Please contact your direct supervisor as soon as possible before coming in.




Report

To view a report of the submissions and view a list of the employees with a missing entry, go to:

Daily Reports> Employee Health Checks

This report is restricted to only ServTraq users with Agency Admin, HEAP Admin or Weatherization Admin permissions. ServTraq users with Agency Admin permissions will see all employee entries. ServTraq users with Weatherization and/or HEAP Admin permissions will only see the entries for the employees they manage.

Note: If an employee makes a submission and their employee record does not have a ServTraq Login ID entered, the name on the report will appear as "SERVTRAQ LOGIN IS NOT ENTERED FOR THIS PERSON".



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- Inventory
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 - Barcoded Applications
 - Envelopes From Contacts
 - Mailing Labels From Contacts
 - HEAP Benefit Letters
 - HEAP Denial Letters
 - HEAP Deficient Application Letters
 - Deficient WSAG Letters
 - CSD Data Change Requests
 - Commitments to Send to Utility
 - CARE Applications to Send to Utility
 - Envelopes for Customers with Expired CAR
 - Appointment Reminder Postcards
 - Crew Appointment Schedule
 - Job Deferral Forms
 - Employee Health Checks

Employee Health Checks

Refresh List

Export List

Status

Employee	Submitted By	Submission Date
Status: Green		
CHRISTOPHER JOHNSON	CHRIS JOHNSON	6/17/2020 6:22:45 AM
ELIZABETH JULIANA GARCIA	JULIE GARCIA	6/17/2020 1:15:49 PM
Status: Missing (Continued on the next page)		
ADAM DE HOYOS		
ALEJANDRO CARRANCO JR		
ALFREDO RICO MENDOZA		
ANDREW J SUNIGA		
ANGELA KIM NGUYEN		
ARACELI MURILLO		
ASUZENA DE LOS SANTOS TRUJILLO		
AUGUSTINE ACOSTA		
BIANCA A SALGADO		
BRANDEN T RODRIGUEZ		
CHONA V RAMIREZ		
DANIEL W ULRICH		
DANIELA SUAREZ		
DANNY MEDINA		