UNIVERSITY
OF
CALIFORNIA

UCOP COVID-19 Task Force Guidance

UCOP Screen
Rev. 7/17/20

To mitigate the chance of bringing COVID-19 into the office, UCOP has developed an online self-reporting symptom screening survey—UCOP Screen. All staff coming on-site will be required to take daily to be admitted to the office.

UCOP SCREEN

Effective Monday, July 20, 2020, all staff working or visiting on-site are required to complete UCOP Screen daily before coming to a UCOP facility. The survey is available to staff effective immediately and can be accessed on a computer or mobile device.

- Please complete the UCOP Screen by reporting symptoms and possible contact with others affected by COVID-19 **prior** to coming on site.
- An '**APPROVED**' status clears you to enter the building the day the survey is taken.
- UCOP Screen must be completed each day you are scheduled to come on-site
- Please be ready to show the confirmation email or a screenshot if requested by security or the on-site UCOP COVID-19 facilities management coordinator.
- A '**NOT APPROVED**' means you cannot come on site and must contact your supervisor and UCOP-INCIDENT-REPORT@ucop.edu for next steps.
- All survey data will be stored securely and access will be limited. To ensure compliance, UCOP Screen survey results will be reviewed and compared to security reports to make sure only approved employees and other individuals access UCOP facilities.

Should you be unable to complete UCOP Screen before coming to the office, a station for completing the UCOP Screen survey will be available in the lobby or other designated area at your location.

Please bookmark UCOP Screen for easy reference.

Reminders:
- Do not come on-site if you're experiencing any COVID-19 Symptoms or are feeling sick.
- Bring and wear a face covering and follow physical distancing protocols and pandemic-related facility signage when you arrive on site
- Complete UCOP Screen each day you are scheduled to come on site.

For questions about UCOP Screen, contact UCOP-COVID19-Response@ucop.edu