



MOUNT SAFE REQUIREMENTS FOR EMPLOYEES WORKING ON CAMPUS:

Prior to returning to campus all employees are required to complete the following:

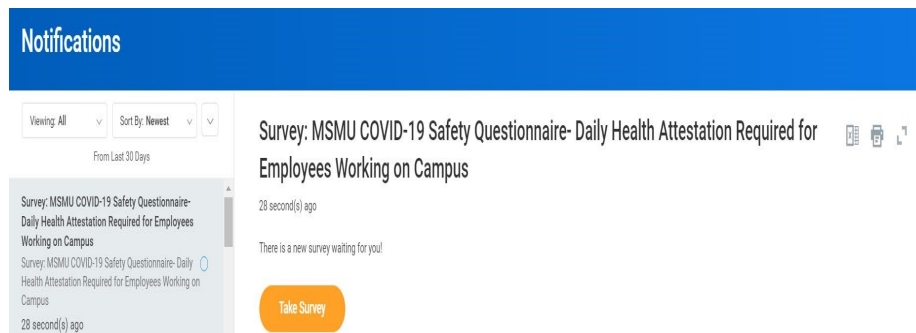
I. COVID-19 TRAINING AND MOUNT SAFETY PLEDGE: ONE-TIME COMPLETION:

The Mount Safety Pledge AND COVID-19 Safety Training (via Workday) are required to be completed **prior** to work on campus. If you did not receive a Workday training pledge OR you do not have Internet/Workday, access, please notify HR at either humanresources@msmary.edu or call the HR COVID-19 phone line: (301) 447-5100.

II. COVID-19 HEALTH ATTESTATION SAFETY QUESTIONNAIRE: DAILY ONGOING COMPLETION:

All employees reporting to campus during Phase 1 will be required to complete a daily health attestation/safety questionnaire prior to reporting to work. This questionnaire will be distributed via Workday on a daily basis (available starting at 3am daily). On days which you are not working on campus, please indicate this in the questionnaire. For employees working on campus there are three different options for completing the daily safety check, by 1) Workday mobile or Internet, 2) by email or 3) by phone. Please see below:

OPTION #1: Workday (mobile or for anyone with Internet access):



- i. For anyone who has a Smart phone or Internet access, completing the daily questionnaire via the Workday mobile app., is likely the most convenient option.

- ii. Workday mobile may be downloaded to your Smart phone (see instructions)
- iii. Survey is accessed daily through Workday notifications inbox.
- iv. Click on "Take Survey" to take the daily questionnaire **before** reporting to campus.

- v. Once you complete and submit the questionnaire you will receive a response that your responses have been submitted.

If you answered “No” to all questions you may proceed to work on campus. If you answered “YES” to any of the above, please seek guidance from your health care provider.

OPTION #2: EMAIL REPORTING

For employees with limited Internet or Smart phone access:

- i. Send an email to the HR COVID email inbox to complete the daily health attestation: hrcovidquestions@msmary.edu
- ii. Employees must respond to the following three questions:

Question #1: Since your last day of work, or since your last visit to a Mount facility, have you experienced any of the following symptoms which can't be attributed to any other known health condition: A new fever, new muscle aches, new shortness of breath, new sore throat, new respiratory symptoms, new vomiting or diarrhea. **Respond with YES or NO**

Question #2: Have you been exposed to a COVID-19 symptomatic individual or someone who either awaiting COVID-19 test results or tested positive?

Respond with YES or NO

Question #3: Have you traveled outside of the United States in the last 14-days?

Respond with YES or NO

If you answered “No” to all questions you may proceed to work on campus. If you answered “YES” to any of the above, please seek guidance from your health care provider.

OPTION #3: CALL IN PHONE LINE

For employees without Internet access:

- i. Call the HR COVID-19 phone line at **(301) 447-5100**
- ii. Provide your name and respond to the following questions (leave a voicemail):

Question #1: Since your last day of work, or since your last visit to a Mount facility, have you experienced any of the following symptoms which can't be attributed to any other known health condition: A new fever, new muscle aches, new shortness of breath, new sore throat, new respiratory symptoms, new vomiting or diarrhea. **Respond with YES or NO**

Question #2: Have you been exposed to a COVID-19 symptomatic individual or someone who either awaiting COVID-19 test results or tested positive?

Respond with YES or NO

Question #3: Have you traveled outside of the United States in the last 14-days?

Respond with YES or NO

If you answered “No” to all questions you may proceed to work on campus. If you answered “YES” to any of the above, please seek guidance from your health care provider.