

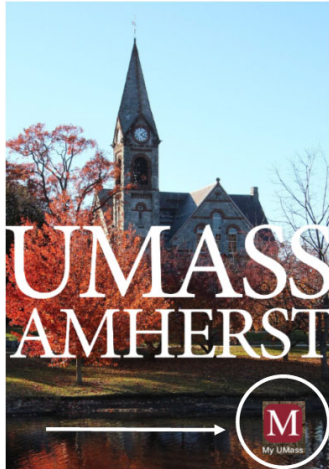
COVID-19 Daily Self-Checklist for On-Site Employees

MyUMass App Instructions

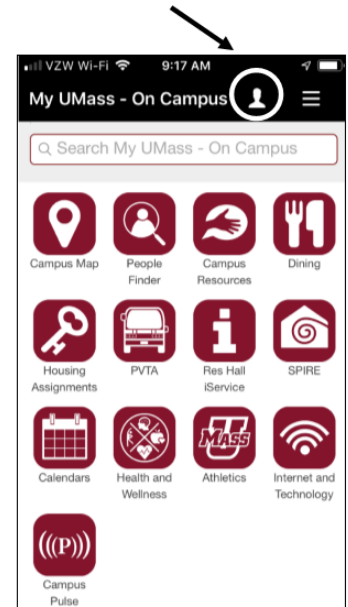
The **COVID-19 Daily Self-Checklist** is now available on the **MyUMass app**. Having this app on your smartphone will help make completing the daily checklist easy and seamless!

Download the free app to your phone using the App Store (iOs) or GooglePlay (Android).

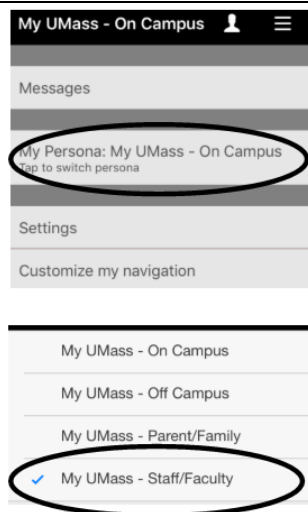
1 Once the MyUMass App is on your phone **click the icon to open**.



2 The first time you open the MyUMass App **choose the person profile icon** at the top of the screen.



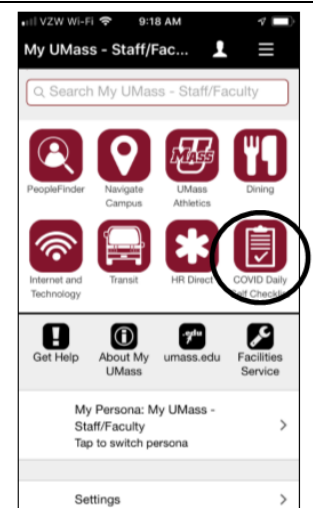
3 Click on the **My Persona**.



Then choose the **Staff/Faculty** option for you default setting.

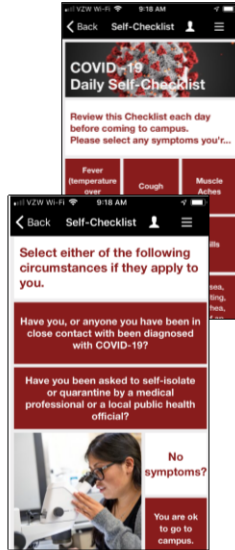
4 When the App refreshes to the staff/ faculty page an icon for the **COVID-19 Daily Self-Checklist** is available.

Click on that icon and it will open the survey questionnaire for on-site employees.

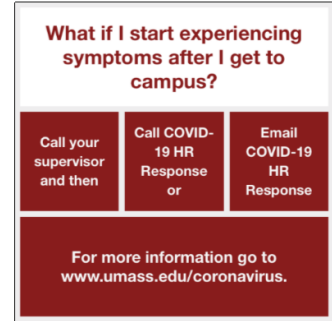


5 Similar to the questions that are asked via the on-line and hardcopy questionnaires that are available, all the questions are asked via the App on your phone.

If you are well, have no symptoms and do not answers in affirmative, the App reinforces that you can go to work on campus.



6 Direction is also given on the App on **what to do if you start to experience symptoms** after you arrive on campus.



7 If you click on any of the questions in the survey – that you are having any symptoms or the questions about diagnosis and/or quarantine – you will be brought to the page that directs you to call your supervisor and call or email the COVID-19 HR response team.

When you click on the “Call the Covid-19 HR Response Team” choice the App will give you the opportunity to make that call.

When you click on the “Email the Covid-19 HR Response Team” choice the App will open an email with the COVID19HR@umass.edu address already populated in the “to” box of your email.

