

## How To: Employee Screening Questionnaire

Filling out Forms in BP Logix is like completing most online forms and should be possible on desktop and mobile devices. For best user experience please use Chrome, IE, Edge, Safari. Firefox is not recommended.

Remember to also turn off Pop-up Blockers on your browsers.

## Employee:

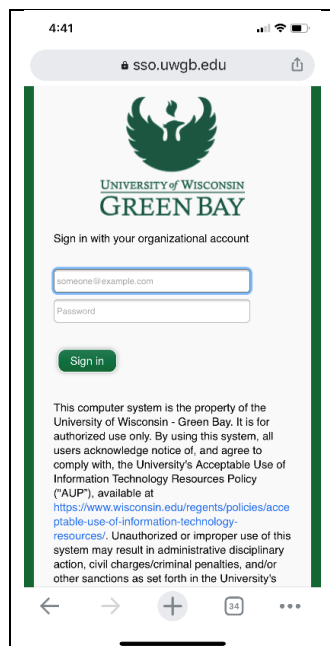
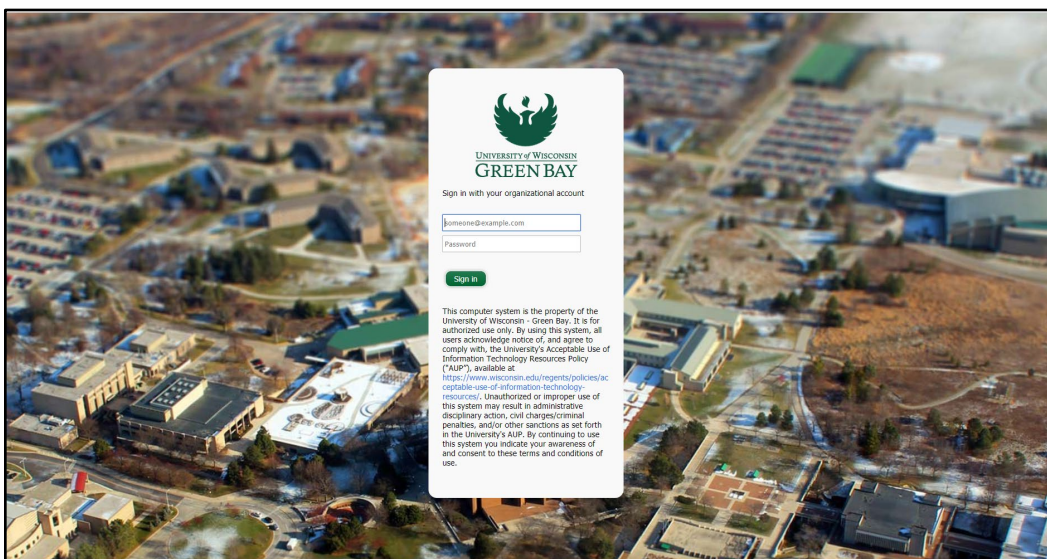
**Step 1:** To fill out a new Questionnaire form: [<Employee Screening Questionnaire>](#)

To resume filling out a form you have previously saved: [<Return to Dashboard>](#) When you log in, you will see a Task List where you can open your application and continue working where you left off.

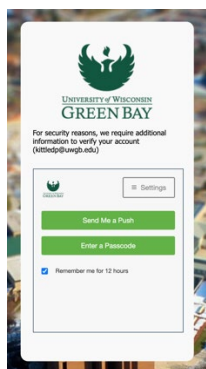
**Step 2:** Login using your Network Credentials

Mobile View:

Desktop:

**Step 2 cont.:** you will need to MFA so have your fob or mobile device.



### Step 3: Fill out the Form

**Employee Screening Questionnaire**

Form Submit Date: 1/19/2021  
Request Number: 25307

**Acknowledgment**

Employees are required to self-assess and self-report accurately on a daily basis before reporting to work on campus. Acknowledgments will be reviewed by your supervisor.

If you respond "yes" to any of the questions below or have symptoms after arriving to campus, you must contact your supervisor immediately.

**User Information**

User Name: Kille, Denise  
User ID: 101213640  
User Email: kille@uwgb.edu

**Supervisor:** Search for user

1. Do you currently have any of the following symptoms, even if very mild?  
Evaluate these symptoms compared with how they are different or similar to your baseline health. i.e worse than normal allergies symptoms, etc.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Conjunctivitis or runny nose
- Nausea or vomiting
- Diarrhea

2. In the past 14 days, have you been in contact with someone who was diagnosed with COVID-19 or have you been told to self-quarantine or isolate by Public Health?

3. In the past 14 days, have you traveled where you were required to remain in close contact with unknown individuals for periods of time beyond 30 minutes, for example, airline or other mass transit, use of hotels in which COVID-19 cases were not required to be reported to private parties specific to a use (e.g. family members) which is above using private transportation and where lodging is not a primary residence and did not restrict presence on campus, subject to confirmation that the individual did not have contact with any individual who they know to be COVID-19 infected?

4. In the past 14 days have you participated in a large group event (groups larger than 50 people for over 1 hour (concerts, large sporting events, conference, etc) to which CDC Event Planning Guidelines, these meeting, social distancing, entry screening) were not required or followed?

If you have any questions about whether your symptoms or travel creates a restriction on your ability to come to work, please contact your supervisor. If necessary the supervisor can contact Human Resources.

**Employee Acknowledgment:**

I have read the above questions and understand it is my responsibility to self-assess daily and self-report immediately to my supervisor if I would respond "yes" to any of these questions while working on campus. I understand my responses to any of these questions are "yes". I must stay home and contact my supervisor immediately. I agree to conduct a self-assessment daily at home and complete this acknowledgment at the start of each day that I am present on campus.

If you were to answer yes you are responsible to notify your supervisor in a fashion consistent with your office policy of your absence; you are not required to disclose to your supervisor the reason that you are unable to be present on campus. If your assigned duties permit, you may discuss with your supervisor the ability to work remotely during the time you are unable to work on campus. If sufficient work is unavailable you will need to account for any time off through sick, vacation, personal holiday or if available COVID-19 leave. The self-assessment will need to be completed for each day of scheduled work, even if notice has been given that the condition which prevents presence on campus is ongoing.

**Testing Requirements:**

Employees who come into any UW-Green Bay building once a week or more to conduct business must obtain a negative COVID-19 test through an antigen test, or through a subsequent confirmation test administered not more than 14 days prior to accessing the campus building.

Any employee who tests positive for COVID-19 should follow current UW-Green Bay protocols. Employees who previously tested positive and completed the required self-isolation period will not be required to engage in continued testing every two weeks for 90 days after the administration of the positive test.

I have read the above information on testing requirements.

I acknowledge I have obtained a test within the past 14 days, or am still within my 90 day window.

Date of most recent test: [dropdown menu]

- OR -

I schedule does not necessitate being on campus at least one time per week (on intermittent basis) and therefore I am only encouraged to obtain a COVID-19 test prior to accessing any campus building.

Print, Delete Form / Process, Submit, Cancel Changes, Save and Close For Later

Following Information will be automatically populated in the form, confirm they are correct:

**User Name:**

**User ID:**

**Email Address:**

The Following Fields are Required:

**Supervisor:** You can start to enter your supervisors name and it will appear in drop down to select.

**Supervisor:** Search for user

wikg

User ID	User Name	Email Address
wikgrenp@uwgb.edu	Wikgren, Paul	wikgrenp@uwgb.edu

1. Do you currently have any of the following symptoms, even if very mild?  
Evaluate these symptoms compared with how they are different or similar to your baseline health. i.e worse than normal allergies symptoms, etc.

- Fever
- Feeling feverish
- Muscle aches

**Employee Acknowledgment:** Please read and mark First Checkbox, and choose one option for Testing Requirements depending on your situation.

**Employee Acknowledgement:**

☐ I have read the above questions and understand it is my responsibility to self-assess daily and self-report immediately to my supervisor if I would respond "yes" to any of these questions while working on campus. I understand if my response to any of these questions are "yes", I must stay home and contact my supervisor immediately. I agree to conduct a self-assessment daily at home and complete this acknowledgement at the start of each day that I am present on campus.

If you were to answer yes you are responsible to notify your supervisor in a fashion consistent with your office policy of your absence; **you are not required to disclose to your supervisor the reason that you are unable to be present on campus.** If your assigned duties permit it; you may discuss with your supervisor the ability to work remotely during the time you are unable to work on campus. If sufficient work is unavailable you will need to account for any time off through sick, vacation/ personal holiday or if available COVID-19 leave. The self-assessment will need to be completed for each day of scheduled work, even if notice has been given that the condition which prevents presence on campus is on-going.

**Testing Requirements:**  
 Employees who come into any UW-Green Bay building once a week or more to conduct business must obtain a negative COVID-19 test through an antigen test, or through a subsequent confirmation test administered not more than 14 days prior to accessing the campus building.

Any employee who tests positive for COVID-19 should follow current [University protocols](#). Employees who previously tested positive and completed the required self-isolation period will not be required to engage in continued testing every two weeks for 90 days after the administration of the positive test.

I have read the above information on testing requirements;  
☐ I acknowledge I have obtained a test within the past 14 days, or am still within my 90 day window.  
 Date of most recent test:

**- OR -**

☐ My schedule does not necessitate being on campus at least one time per week (on intermittent basis) and therefore I am only encouraged to obtain a COVID-19 test prior to accessing any campus building.

## Step 5: Submission

Click **Submit**

Controls

You will see a confirmation pop-up window on top of your screen, click OK:

Employee Screening Questionnaire Submitted On 6/26/2020 11:22 AM  
 e6634b2b-e441-4279-8c38-a89adb52152c&formid=c0c4793e-faa5-4142-

uwgb-staging.bplogix.net says  
 Are you sure you want to submit the form?

Then, please click "Logoff"

Home Page / Tasks | Running Processes | All Knowledge Views and Reports | Forms I Can Submit | **Logoff**

Task List (0 tasks)

Name	Task	Assigned On	Last Updater	Update Date
No records found				

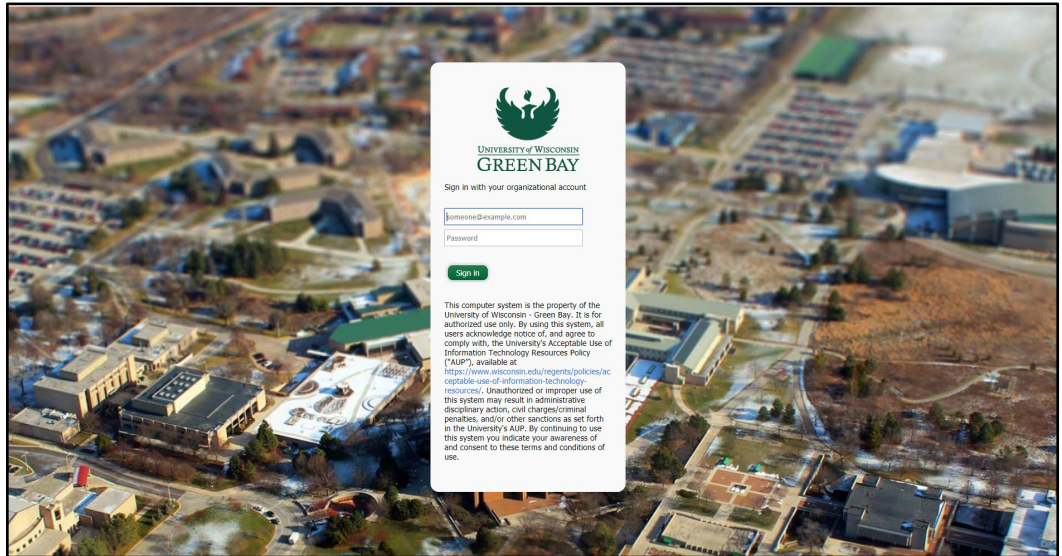
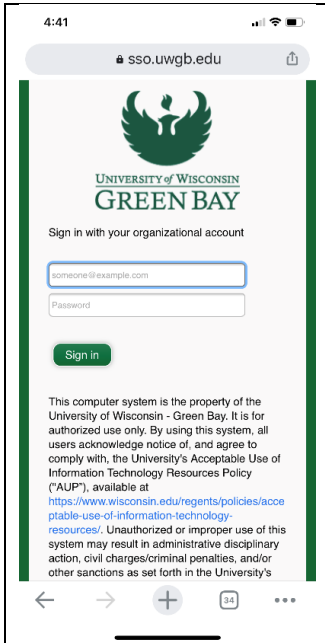
## Supervisors:

**Step 1:** To log into BP Logix to view Reporting: [<Log into BP Logix>](#)

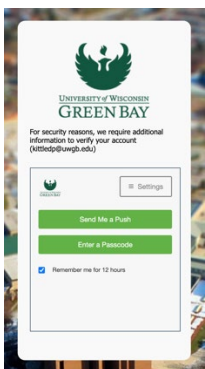
**Step 2:** Login using your Network Credentials

Mobile View:

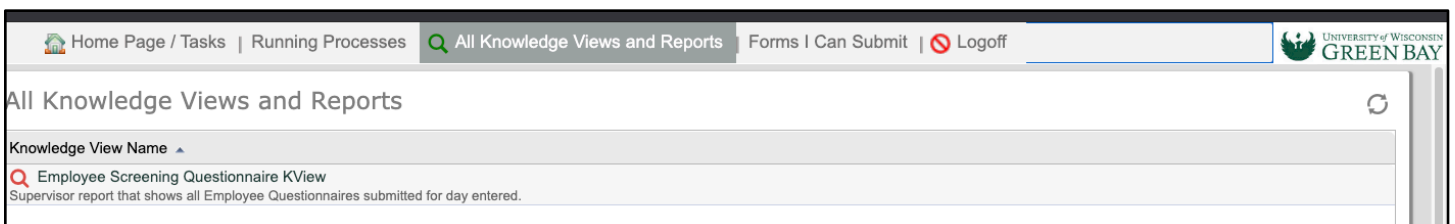
Desktop:



**Step 2 cont.:** you will need to MFA so have your fob or mobile device.



**All Knowledge Views and Reports:** All Supervisors will have access to this report to run for their employees.



Enter Form Submit Date to view all employees who submitted for that day.



Employee Screening Questionnaire KView (0 items)

Form Submit Date =

Name  User ID

No records found

Calendar: July 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## Other Buttons/Screens:

**Delete Form/Process:** If you want to start over, use this button.

Buttons: Print, **Delete Form / Process**, Save and Close For Later

Bottom buttons: Submit, Cancel Changes

**Save and Close for Later:** If you need to pause your submission this will allow you to save and resume your submission at a later time. Note: To resume the form, go to [Return to Dashboard](#) and log in. (Do not click on the "New Form" link above in this document as that will start a brand-new form for that day). You will then see a Task List mentioned above where you can open your application and continue working where you left off.

Buttons: Print, Delete Form / Process, **Save and Close For Later**

Bottom buttons: Submit, Cancel Changes

**Dashboard Home Screen:** This will show your Tasks List which will be empty, look for Forms I can Submit Tab.

University of Wisconsin - Green Bay

uwgb.bpllogix.net/workspace.aspx

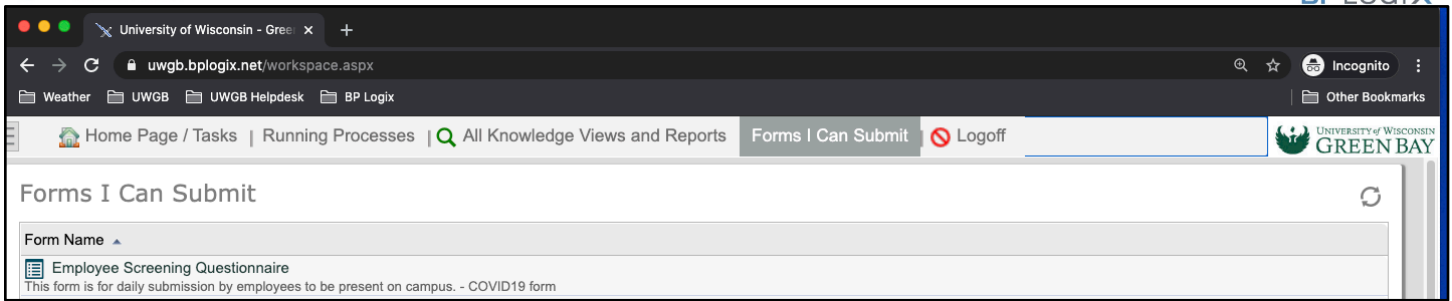
Weather UWGB UWGB Helpdesk BP Logix

Home Page / Tasks Running Processes All Knowledge Views and Reports Forms I Can Submit Logoff

Task List (0 tasks)

Name	Task	Assigned On	Last Updater	Update Date
No records found				

**Forms I Can Submit Tab:** If you log into BP Logix Dashboard and want to submit the form from here.



If you have technical questions, problems logging in or getting access to the form, please contact help desk at (920)-465-2309 [helpdesk@uwgb.edu](mailto:helpdesk@uwgb.edu).

Questions or concerns regarding the form content please contact Human Resources at (920)-465-2390 [hr@uwgb.edu](mailto:hr@uwgb.edu)