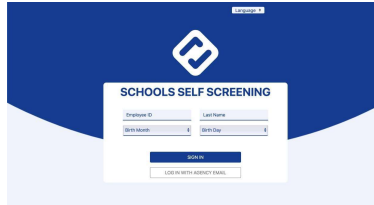




Lodi Unified School District

SCHOOLS SELF SCREENING - ONLINE

For COVID-19 Tracking at Lodi Unified School District



All district/school employees are required to submit a daily self screening prior to coming to the office for the day. This tool was created by SJCOE/CodeStack to alert and help track any COVID-19 exposure in the workplace. This information is vital to maintaining a safe working environment.



1. Log in to:

<http://lodiUSD.selfscreening.org/>

2. After successfully logging in, one of the first features you will notice is the language drop down in the upper right corner. This allows you to change the default language of the screener between English or Spanish.
3. There are two ways to log in.
 - a. The first method is for employees (such as temporary employees) that either do not have an Google email address provided by the district/school, or users that do not have access to their district/school user account (for example, your password has been locked for having too many failed attempts when logging in).

You will need to enter your:

- i. **Employee ID** (the six-digit number used on your monthly timesheets).
- ii. **Last Name** - this value will need to match what is in the district/school employee database (name on your paycheck).
- iii. **Birth Month** and **Birth Day**

Employee ID	Last Name
Birth Month	Birth Day

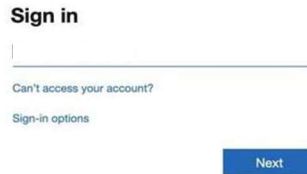
SIGN IN

b. Log in with your school/district email credentials.

i. Simply click the “LOGIN WITH AGENCY EMAIL” button.

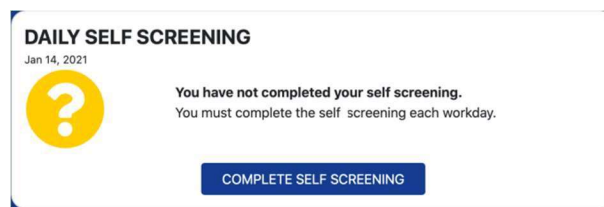


ii. You will be prompted for your Google (@lodi.usd.org) email address and then your district/school password.



Once you logged in the page will show your daily status. Click on “**Complete Self Screening**” and the form will appear. Please respond to each question as

they are all required. **Reminder:** Only one self screening may be submitted each day.



4. The first two questions are related to where you are planning to be during the workday. The dropdown menu has the general building sites that comprise the county/district/schoolcampus. Select all options that apply to the day you are completing the form for. The additional information box allows you to provide other details that may be relevant.
5. Next you are asked whether you will be in contact with students during your job duties on site, followed by a symptom checker. If you have no listed symptoms, check the box at the end of the list for “I have no COVID-19 symptoms”. If you do not select any items from the list, you will receive the below when you submit.
6. Complete the last two questions and click SUBMIT SELF SCREENING. If all questions were not answered, you will see the warning below. The errors will need to be corrected in order to submit the form.
7. Once you submit, you will be asked to review your answers prior to final submission. If you have made an error, please click cancel and correct the form. Once final submission is made, there is no way to correct errors. You will need to wait for your organization’s nursing staff to call you to confirm the information from your submission before coming into the office. If the form is correct, click the Confirm button to finalize. Your screening is not complete until this step is done.

8. Once you submit the screening the system will determine a course of action based on your responses.
- a. If you receive the following message, you may come into the office. You will still need to follow county COVID-19 protocols (such as social distancing and face masks).



- b. If you receive the message below, **Do Not Go** to the office. You will be contacted by one of our nurses in a follow up call to ensure the information you submitted was correct and to advise you on a course of action.



9. Once you have submitted your Self screening, you can log out or close out of the app. The logout button can be found by clicking on your name in the upper right corner.

