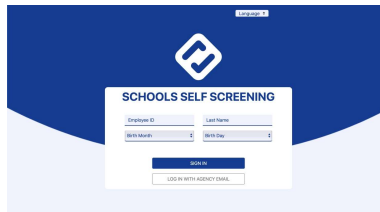




Lodi Unified School District

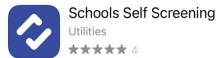
SCHOOLS SELF SCREENING - APP

For COVID-19 Tracking at Lodi Unified School District

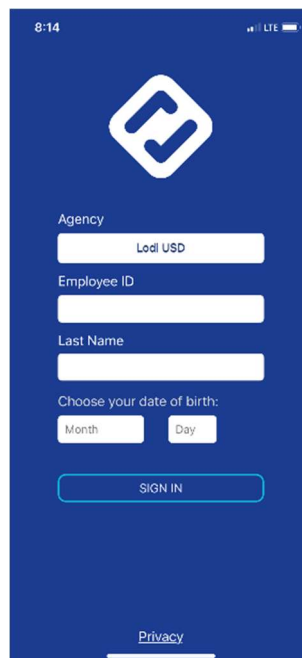


All district/school employees are required to submit a daily self screening prior to coming to the office for the day. This tool was created by SJCOE/CodeStack to alert and help track any COVID-19 exposure in the workplace. This information is vital to maintaining a safe working environment.

1. Download Schools Self Screening and open.



2. Log in to App and select Lodi USD as Agency:



3. 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.



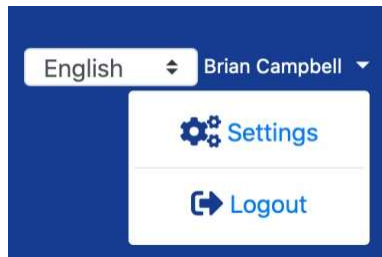
4. The first two questions are related to where you are planning to be during the workday. The dropdown menu has the general building sites that comprise the county/district/schoolcampus. Select all options that apply to the day you are completing the form for. The additional information box allows you 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

