



Pre-Shift COVID-19 Screen

Effective Date: 4/24/2020

Version: 1.1

Index

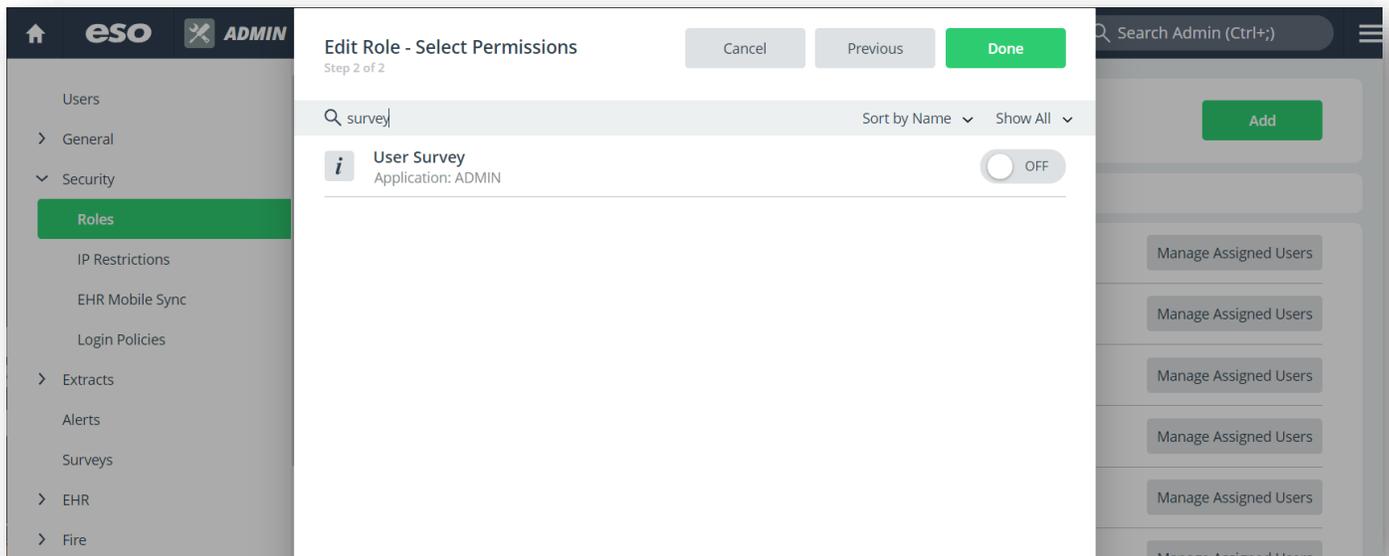
Overview	3
Roles and Permissions	4
Survey Configuration	5
Taking a Survey	6
Survey Reporting	7

Coronavirus disease (COVID-19) adversely affects older adults and persons with underlying health conditions or compromised immune conditions. This population is at greater risk for severe illness from this virus. Due to the vulnerability of residents in long-term care facilities and other vulnerable populations, it is of utmost importance to limit possible exposure to COVID-19.

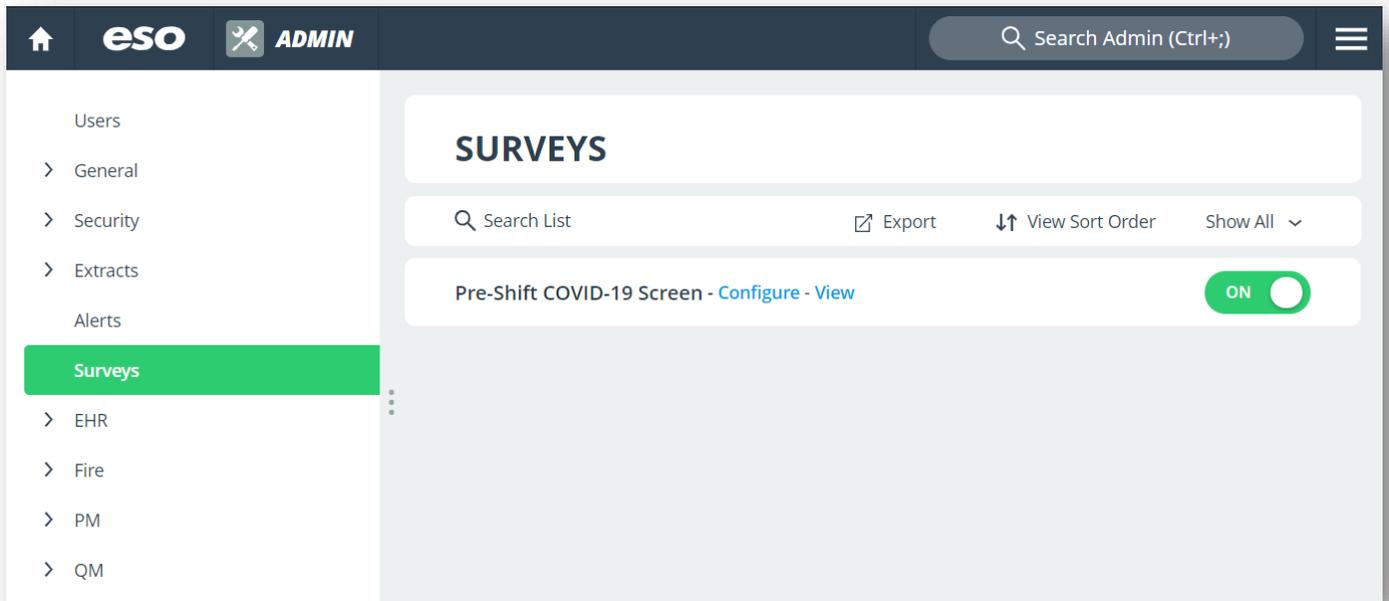
This tool can be used to screen responders at the beginning of every shift they work. This user guide focuses on how to enable the screen and report on the responses.

To manage the Pre-Shift COVID-19 Screen survey for your agency, a user must be assigned to a role that grants the **User Survey** permission.

1. Go to the **ADMIN** module
2. Go to the **Roles** tab
3. Search for the user role you want to have management access to the survey feature.
For example, if you want all agency administrators to have access to manage surveys, search for "Agency Admin".
4. Click **Edit** next to the user role
5. Click **Next**
6. Search for "Survey" on the **Edit Role - Select Permissions** page
7. If you want to turn on the survey management for this user role, turn User Survey to ON
8. Click **Done**



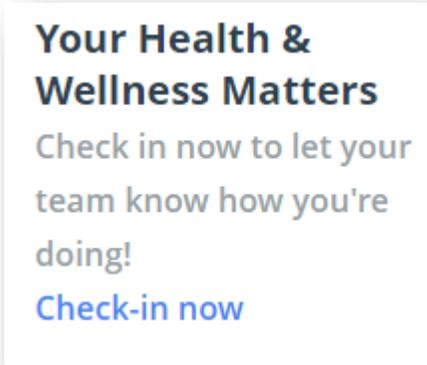
Administrators with the User Survey permission will have access to the Surveys page from the Admin navigation panel.



The Surveys page grants access to:

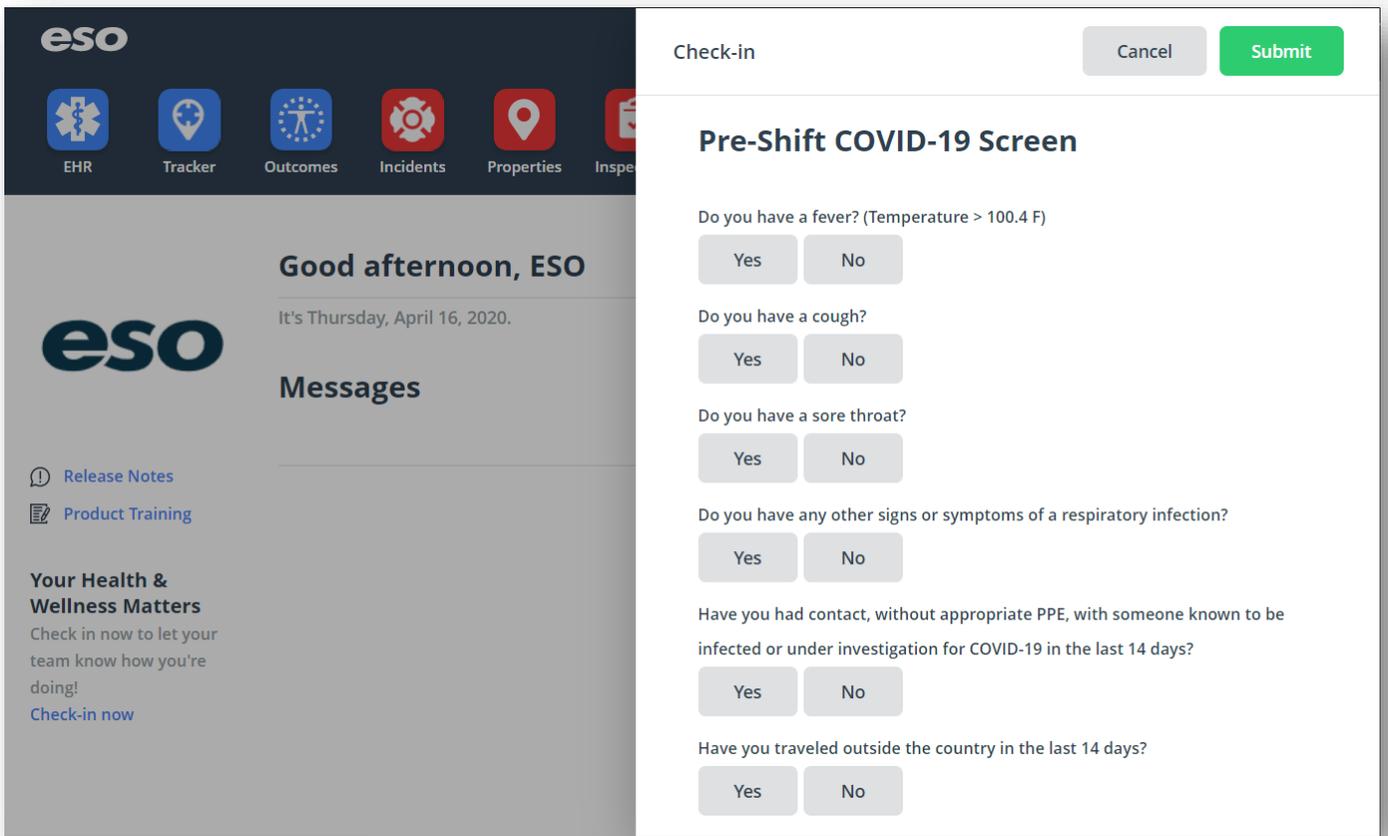
- Enable a survey
- View the questions asked on the survey before or after enabling the survey
- Configure how many times a user can take the survey, once the survey is enabled:
 - **Once** – users can only take the survey once while the survey is enabled. If the survey is disabled and re-enabled, users can take the survey again
 - **Multiple** – users can take the survey as many times as they wish while the survey is enabled
- Configure who can take the survey, once the survey is enabled:
 - **All** – anyone who has access to esosuite.net can take the survey
 - **EMS Personnel Only** – only those who are on the personnel list of EHR (enabled from the Users > User > Employment page)
 - **Fire Incidents Personnel Only** – only those who are on the personnel list of Fire Incidents (enabled from the Users > User > Employment page)
 - **EMS Personnel and Fire Incidents Personnel Only** – only those who are on the personnel list for either EHR or Fire Incidents

When a survey is enabled, users will see the below message on the left-hand side of the dashboard after logging into esosuite.net.



NOTE: If a survey is configured to only be taken once and the user has already taken the survey, the above message will not appear.

Clicking the **Check-in now** link will prompt the user to fill out the Pre-Shift COVID-19 Screen.



Submitted survey results can be viewed in the **Analytics > Survey Reports > Pre-Shift COVID-19 Screen** tabular report.

Survey Date	Name	Credential	Fever?	Cough?	Sore Throat?	Other Respiratory Symptoms?	Suspected Exposure?	International Travel?
04/08/2020 00:00:00	First Name 4E75...		Yes	Yes	Yes	Yes	Yes	Yes
04/14/2020 18:06:05	ESO ADMIN	0000000000	No	No	Yes	No	No	No
04/14/2020 18:09:04	ESO ADMIN	0000000000	Yes	Yes	Yes	Yes	Yes	No
04/14/2020 18:12:08	ESO ADMIN	0000000000	Yes	No	Yes	No	Yes	No
04/14/2020 19:04:55	ESO ADMIN	0000000000	Yes	Yes	Yes	Yes	Yes	Yes
04/15/2020 16:05:04	ESO ADMIN	0000000000	Yes	No	No	Yes	No	No