

# 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

#### **Overview**

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.

#### **Roles and Permissions**

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
- 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



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## **Survey Configuration**

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

♠	eso	🔀 ADMIN			Q Search Admin (0	Etrl+;)
>	Users General		SURVEYS			
>	Security		Q Search List	🖸 Export	↓↑ View Sort Order	Show All 🗸
>	Extracts		Pre-Shift COVID-19 Screen - Con	figure - View		ON
_	Alerts					
	Surveys					
>	EHR		8			
>	Fire					
>	PM					
>	QM					
	_					_

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

## **Taking a Survey**

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



**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.

eso		Check-in Cancel Submit
EHR Tracker	Outcomes Incidents Properties Inspe	Pre-Shift COVID-19 Screen
	Good afternoon, ESO	Do you have a fever? (Temperature > 100.4 F) Yes No
eso	It's Thursday, April 16, 2020.	Do you have a cough? Yes No
① Release Notes	Messages	Do you have a sore throat? Yes No
Product Training		Do you have any other signs or symptoms of a respiratory infection?
Your Health & Wellness Matters Check in now to let your team know how you're doing! Check-in now		Have you had contact, without appropriate PPE, with someone known to be infected or under investigation for COVID-19 in the last 14 days?
		Have you traveled outside the country in the last 14 days? Yes No

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# **Survey Reporting**

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

30 Days	<ul> <li>Mar 17, 2020</li> <li>ey Date</li> </ul>	Apr 15, 2020 ~ Name												
Surve	ey Date	Name				st 30 Days 🗸 🛛 Mar 17, 2020 - Apr 15, 2020 🗸								
			Credential	Fever?	Cough?	Sore Throat?	Other Respiratory Symptoms?	Suspected Exposure?	International Travel?					
04/0	8/2020 00:00:00	First Name 4E75		Yes	Yes	Yes	Yes	Yes	Yes					
04/14	4/2020 18:06:05	ESO ADMIN	0000000000	No	No	Yes	No	No	No					
04/14	4/2020 18:09:04	ESO ADMIN	0000000000	Yes	Yes	Yes	Yes	Yes	No					
04/14	4/2020 18:12:08	ESO ADMIN	0000000000	Yes	No	Yes	No	Yes	No					
04/14	4/2020 19:04:55	ESO ADMIN	0000000000	Yes	Yes	Yes	Yes	Yes	Yes					
04/1	5/2020 16:05:04	ESO ADMIN	0000000000	Yes	No	No	Yes	No	No					