

Employee Instructions

Mandatory COVID Daily Health Questionnaire

VOSHA mandates that all employees must complete a Health Screening Questionnaire prior to entering the building.

Effective immediately, the Mandatory VOSHA Ready to Work Questionnaire COVID-19 Screening paper form has been moved to an online platform through Formstack. Each day that employees plan to report to a work location, they must answer a daily health screening form that contains questions related to COVID-19 exposure and symptoms **prior to reporting to work**. Employees must also follow the guidelines at the end of the survey regarding whether they should report to work. If you are working remotely, you do not need to complete the questionnaire.

Q: How do I access the form?

The form can be accessed in two ways - either by scanning the QR code or clicking the link.

To Use the QR Code:

1. Open the stock Camera app on your cell phone and point it steadily for 2-3 seconds towards the QR Code you want to scan.
2. Whenever scanning is enabled, a notification will appear.
3. Click on the Notification to enter the site and to complete your form.



Hint: Print this document so that you can easily access the QR Code from home.

Troubleshooting:


1. If nothing happens, you may have to go to your Settings app and enable QR Code scanning.
2. If QR Codes isn't an option in your settings, your device unfortunately can't scan QR Codes. But don't worry, this only means you'll have to download a free third-party QR Code reader app.

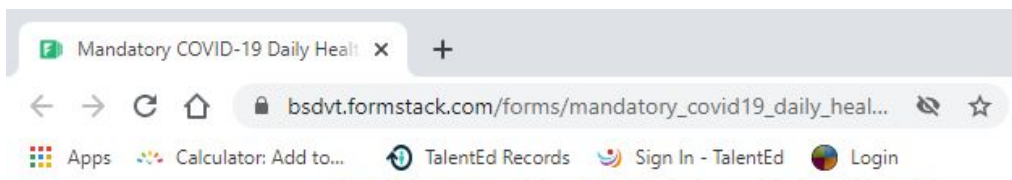
Are you struggling with how to scan QR Codes with your Android phone? Visit <https://www.qr-code-generator.com/guides/scan-qr-code-android/>

To Use the Link:

The Link for the COVID Daily Health Questionnaire will be posted on the Burlington School District Website on the Human Resources Webpage. Once accessed, you can bookmark the website to your bookmark bar.

For instructions on how to bookmark a tab in Google Chrome on your laptop or phone, go to <https://www.businessinsider.com/how-to-add-bookmarks-in-google-chrome>.

1. *Open Google Chrome*
2. *Go to the website you want to bookmark:*
https://bsdvt.formstack.com/forms/mandatory_covid19_daily_health_screening.
3. *Then select the  icon (far right side of the address bar)*



4. *A menu will appear: name bookmark, select the folder, and click 'Done'*

Complete and submit your questionnaire. Should your submission message read that you have **failed** your Daily Health Screening, please **do not report to work** and contact your supervisor immediately.