

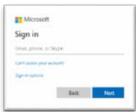
Online Self-Screening Tool Instructions

All employees and providers will be required to self-screen for COVID-19 symptoms and document results. Employees and providers have two options to fulfill this requirement:

1. All individuals with a smartphone will now be able to self-screen for COVID-19 symptoms prior to reporting to work.
2. If you do not have access to a smartphone or computer with internet access or find the website cumbersome, you can also sign a self-screening paper log in your department.

MHC Self-Screening Website Instructions

On the day you will report to work, navigate to the MHC Self-Screening website at <https://workentry.mhc.net>

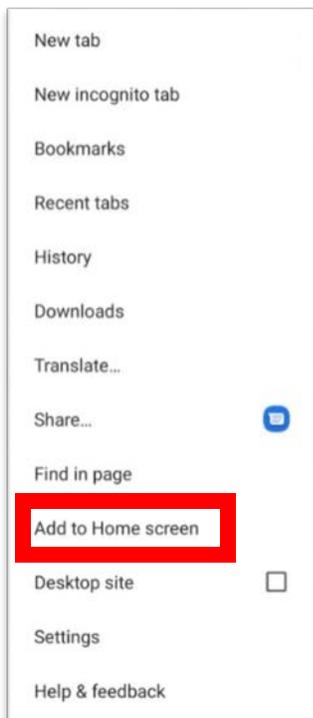


At the Microsoft sign in, enter your MHC email, and select Next.



At the next screen, enter your MHC password in the Password field, and select Sign in.

At this point, you can take steps to create an icon on your smartphone screen so that you can easily access this website. You only need to follow these instructions the first time.



Android

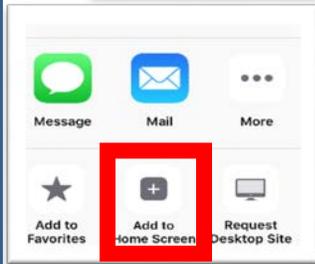
Open Chrome, put <https://workentry.mhc.net> into your address bar and hit enter

Hit the ... in the upper right and click "Add to Home Screen"

iPhone



Open Safari, put <https://workentry.mhc.net> into the address bar and hit Enter



At the bottom of your screen you will see a square with an up arrow.

Hit that and scroll the bottom row of options to the right, then select "Add to Home Screen".

Rest of Regular Daily Screening Process

Answer the four Work Place Entry questions, and select Save. To change an answer from No to Yes, click on the slider button.

A screenshot of a questionnaire with four questions, each with a 'No' option and a slider button to toggle to 'Yes'.

If all answers are No, a Green Check Box will be received and you are cleared to go to work.

A notification card with a green checkmark icon. The text reads: "Thanks for self-screening! You may now proceed to work. When you arrive, present the green checkmark through your normal screening process. Please remember your mask!"

If one responds Yes to being exposed to a COVID-19 positive individual, he/she will receive yellow box with instructions to report to work and closely monitor for any symptoms.

A notification card with a yellow checkmark icon. The text reads: "Please report to work and be extra careful to monitor yourself for symptoms. If you have questions or concerns, please contact your entry Employee Health Department."

If any answer to the symptom questions is Yes, a Red Box will be received.

Please immediately call Employee Health for next steps, then contact your supervisor if you will not be reporting to work.

A notification card with a red exclamation mark icon. The text reads: "DO NOT REPORT TO WORK. 1. Call Employee Health for next steps: Cadillac: 231-876-7017, Charlevoix: 231-547-8851, Grayling: 989-348-0368, KMH: 231-313-7058, Marquette: 231-398-1534, MMC: 231-935-6496, OMI: 989-731-7913. Be sure to leave a call back number if you must leave a message. 2. Contact your supervisor."

