The University of Washington requires University personnel in health care settings to participate in daily COVID-19 symptom attestations. University health care units may use Workday to document symptom attestations, or they can set up their own procedures utilizing the guidance described in this document. UW Medicine personnel must comply with UW Medicine's symptom attestation requirement.

University non-health care units have the option to implement symptom attestation procedures for their personnel. Units that choose to implement symptom attestation for their personnel must either use Workday or the guidance in this document.

Non-UW employees, such as contractors, vendors, students (who are on campus for any reason other than a paid UW position), and visitors can be invited, but are not required, to participate in symptom attestation. In lieu of symptom attestation, University units hosting visitors may remind them to stay home (or leave campus) if experiencing symptoms of COVID-19, regardless of vaccination status. University units hosting contractors and vendors must follow the guidance in the COVID-19 Information for Units with Contractors and Vendors Working on Site.

Although not all University personnel and students are required to participate in daily COVID-19 symptom attestation, all personnel and students are required to self-monitor for COVID-19 symptoms prior to arriving at a University location, and they must stay home if they are sick or have symptoms of COVID-19, regardless of their vaccination status. All University units must do the following:

1. **Communicate** that personnel and visitors must stay home if they are sick or have symptoms consistent with COVID-19 infection, even if the symptoms are mild, regardless of vaccination status.

2. Communicate that personnel who develop symptoms of COVID-19 while on site, must leave the UW location, regardless of vaccination status.

3. **Ensure that personnel with symptoms do not go to a University location.** Supervisors may not allow personnel with symptoms of COVID-19 to come to work or remain in the workplace.

4. **Ensure “Stop! Feeling Sick? Stay home!” posters** are displayed in your workplace and at building entrances. Also, share this information via communication channels commonly used in your department or unit.

**SYMPTOM SELF-ATTESTATION**

Symptom self-attestation involves an individual reviewing a list of symptoms and declaring the presence or absence of those symptoms.
The University utilizes an enterprise-wide tool through Workday that is optional for UW units to use for conducting daily symptom self-attestation for staff and student employees, and academic personnel working on site at a University location.

University units with symptom attestation procedures for personnel who do not have access to Workday may develop customized symptom attestation procedures as described in this document.

University units should not take individuals' temperatures on site at the University. Personnel who are ill or experiencing symptoms are expected to check their temperature at home, and if they have a fever (100.4 or higher), they are required to stay home. Units may make thermometers available as part of a first aid kit for individuals to check their own temperature if they begin to experience symptoms while at a University location. Questions about temperature checks can be directed to the Environmental Health & Safety Department (EH&S) at covidehc@uw.edu.

GUIDANCE FOR UW UNITS THAT DEVELOP CUSTOMIZED PROCEDURES

Units that choose to implement customized (non-Workday) symptom attestation procedures are required to consult with UW Human Resources, Labor Relations, and UW-IT (for electronic attestations) to ensure procedures meet existing privacy and security requirements. In addition, UW units that develop customized symptom attestation procedures:

- Are required to establish a protocol that aligns with the guidance in this document and adheres to all applicable federal, state and local regulations, and University policies
- May determine the screening method (e.g., paper or electronic), frequency, and procedures for reviewing screening results
- Must assign responsibility for follow-up actions, notification and recordkeeping

1. **Screening method:**
   Ask individuals to review a list of symptoms and attest to not having COVID-19 symptoms prior to arriving on site. Ask the questions as stated in the COVID-19 Symptom Self-Attestation for On-Site Personnel in this document. UW units that wish to deviate from the text provided in the COVID-19 Symptom Self-Attestation for On-Site Personnel must first consult with UW Human Resources (UWHR) or Academic Human Resources (AHR) and EH&S.

2. **Frequency:** One time per workday while on site at a University location; it is not necessary to attest more than one time per day.

3. **Communicate** prior to initiating attestations:
   - The requirement to stay home or leave a University location if an individual cannot attest to being without symptoms, regardless of vaccination status.
3. (Continued)

- The unit or department’s time-away-from-work policy and UWHR consultant or AHR business partner contact information (as appropriate).
- The confidentiality of attestation records, which are kept separate from personnel records.
- Procedures for completing the symptom attestation.

4. **Follow the unit’s protocol** based on attestation results, including determining whether, how and when attestation results will be reviewed and what actions will be taken based on the results.

5. **Exclusion criteria:** Personnel who cannot attest to being without symptoms may not come to a University worksite until they meet public health criteria for **discontinuing home isolation** before returning to work, based on guidance from the COVID-19 Response and Prevention Team in the UW Environmental Health & Safety Department. Visit the [Quarantine and Isolation Guidance webpage](http://ehs.washington.edu) on the EH&S website for more information.

6. **Medical:** Individuals with COVID-19 symptoms should contact their health care provider for medical guidance. Refer to the FAQ “What do I do if I feel sick?” on the [UW COVID-19 frequently asked questions webpage](http://uwmhs.washington.edu) for instructions.

7. **Notification:** University units and personnel are **required to report cases** of COVID-19 to the COVID-19 Response and Prevention Team at covidehc@uw.edu or 206.616.3344. **UW Medicine personnel should contact their respective employee health center.**

8. **Compliance and records retention:** The UW unit must maintain the symptom attestation as a confidential record that is retained separately from other records, including from an individual's personnel record. These records must be retained for six years from the beginning of the following fiscal year, in accordance with the retention schedule approved by the Washington State Records Committee. In **compliance** with non-discrimination laws, employers are allowed to ask employees if they are experiencing symptoms of the pandemic virus during an outbreak.

9. **COVID-19 prevention:** UW units are required to adhere to the current [University of Washington COVID-19 Prevention Plan for the Workplace](http://uwmhs.washington.edu).

**RESOURCES:**

- [Washington Department of Safety and Health Directive 1.70 for General Coronavirus Prevention in the Workplace](http://doh.wa.gov).

COVID-19 SYMPTOM SELF-ATTENTION FOR ON-SITE PERSONNEL
(For units that implement a daily symptom attestation)

Since your last day on site at a University facility, have you experienced any of the following symptoms, regardless of your vaccination status?

- A new fever (100.4°F or higher) or a sense of having a fever?
- A new cough that you cannot attribute to another health condition?
- New shortness of breath that you cannot attribute to another health condition?
- A new sore throat that you cannot attribute to another health condition?
- New muscle pain that you cannot attribute to another health condition or that may have been caused by a specific activity, such as physical exercise?
- New gastrointestinal symptoms, such as nausea, vomiting or diarrhea that you cannot attribute to another health condition?
- New runny nose, congestion, or other respiratory symptoms that you cannot attribute to another health condition?
- New chills that you cannot attribute to another health condition?
- New loss of taste or smell that you cannot attribute to another health condition?
- A new headache that you cannot attribute to another health condition or emotional reason?
- New fatigue that you cannot attribute to another health condition?

I attest that prior to coming in to a UW location on today's date that I do not have any of the above symptoms.

☐ I read the above statement.
☐ I attest that I do not have any of the above symptoms.

If you are sick or have one or more of the above symptoms:
- You must stay home or leave any UW location, regardless of your vaccination status.
- Follow your department’s procedure for time away from work.
- Follow the guidance in the FAQ “What do I do if I feel sick?” at www.uw.edu/coronavirus/faq.

Stay home if you test positive for COVID-19, and follow the guidance in the FAQ “What do I do if I have confirmed or suspected COVID-19?” at www.uw.edu/coronavirus/faq.

If you have close contact* with an individual who has COVID-19 in the past 14 days and you are not fully vaccinated**, or if you are fully vaccinated and experiencing symptoms, stay home and follow the guidance in the FAQ “I have been exposed to COVID-19. What should I do?” at www.uw.edu/coronavirus/faq.

*Close contact means being within 6 feet of a person with COVID-19 for a cumulative total of at least 15 minutes during a 24-hour period (even if both people are wearing face coverings), living with or caring for a person who has COVID-19, or having direct contact with infectious secretions (e.g., being coughed on, kissing, sharing utensils).

**You are fully vaccinated two weeks after your second dose for a two-dose vaccination or two weeks after your only dose for a one-dose vaccination.