


Addressing a “Yes” on a COVID-19 Pre-Screening Self Assessment

Overview

Once a member of your staff has entered a COVID-19 Pre-Screening Self Assessment with a “Yes” answer regarding symptoms and exposure, there are steps that you will need to take in order to address the event in the InUnison system and ensure that this employee does not report to work.

Step 1

After you receive an email notification stating that a Corrective Action has been assigned to you, click the See More button in the email to quickly log in to <https://inunison.io/signin>



You've been assigned a corrective action

Marla Standard assigned the following corrective action to you. It's your responsibility to review and complete this action.

Action ID:	3
Due Date:	May 21 2020
Description:	Symptomatic worker is required to isolate for a minimum of 10 days. Ensure that COVID-19 company procedures for symptomatic worker is actioned.

[See More](#)



Sign into your account

Email Address

Need an account? [Sign Up](#)

[Next](#)

Step 2

Once you have logged in, you will be taken to the symptomatic or exposed worker's pre-screen assessment. The details of this event will need to be reviewed.

The screenshot shows the InUnison user interface. At the top, there is a navigation bar with 'You', 'Your Organization', 'Safety Program', and 'Events'. The user is identified as 'Hi, Marla Anderson' from 'InUnison Corporation'. A yellow banner states 'This event is ready for approval and sign off.' The main content area is titled 'Event Report' and includes an 'Edit' button and an 'Approve & Sign Off' button. The event details are as follows:

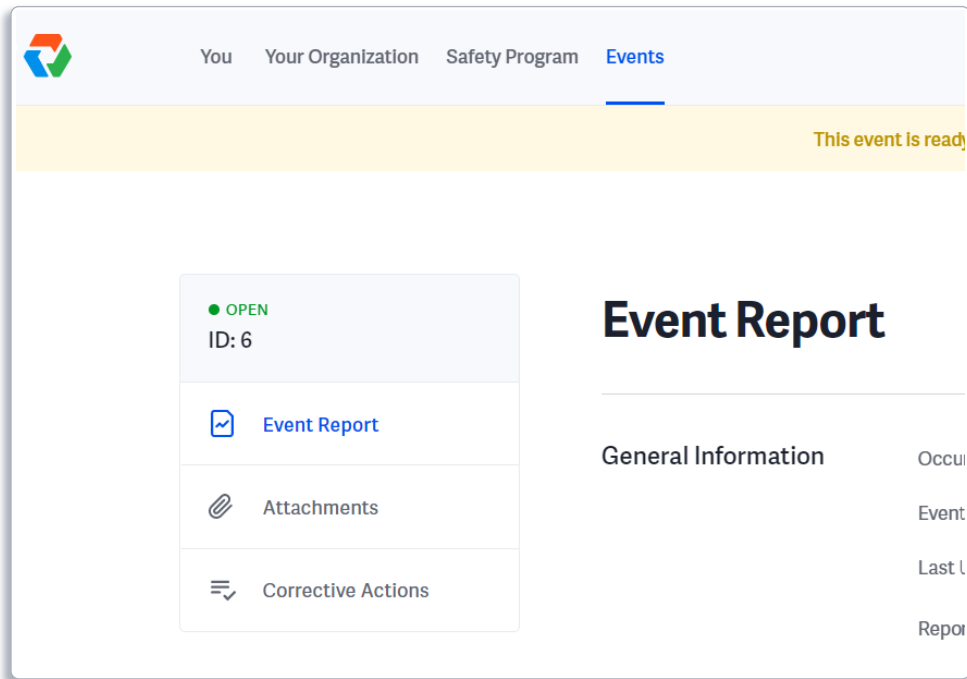
General Information		
Occurrence Date	May 20 2020 • 09:00am MDT	
Event Type	COVID-19 Pre-Screening Self Assessment	
Last Updated	May 20 2020 • 08:34am MDT by Marla Standard	
Reported by	Marla Standard	

Location		
Region	Alberta	
Location	Sherwood Park	

Self assessment information		
Are you experiencing any of the following:	Yes	
• Severe difficulty breathing (e.g., struggling for each breath)		

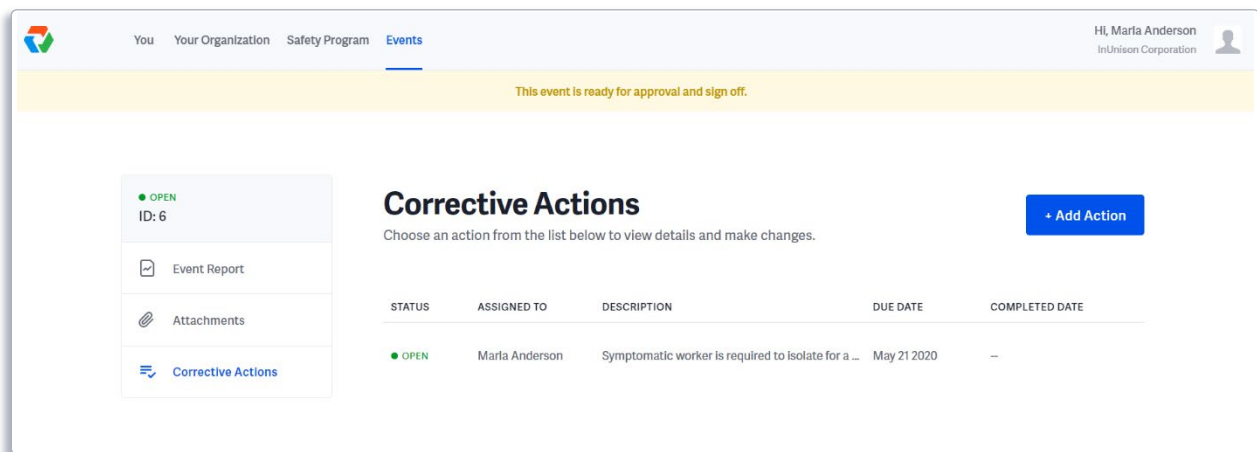
Step 3

Once you have reviewed the details of the event, click on Corrective Actions in the menu on the left.



Step 4

Click on the Corrective Action listing to open it.



Step 5

Review the notification of the symptomatic worker and ensure that this employee does not report to work. Once you have addressed the worker, click Mark as Complete.

● OPEN
ID: 6

Corrective Action

Edit

ID Number

Last Updated

Due Date

Assigned To

3

May 20 2020 by Maria Standard

May 21 2020

Maria Anderson

Description

Symptomatic worker is required to isolate for a minimum of 10 days. Ensure that COVID-19 company procedures for symptomatic worker is actioned.

Mark as Complete

You will see this pop up window. Click Yes to continue.

Are you sure you want to mark the
Corrective Action as completed?

If yes, the corrective action will be closed. To make
changes, it will need to be reopened.

No

Yes

Your Corrective Action has now been closed.

[You](#) | [Your Organization](#) | [Safety Program](#) | [Events](#)

Hi, **Maria Anderson**
InUnison Corporation

This event is ready for approval and sign off.

● OPEN
ID: 6

Event Report

Attachments

Corrective Actions

Corrective Actions

+ Add Action

Choose an action from the list below to view details and make changes.

STATUS	ASSIGNED TO	DESCRIPTION	DUE DATE	COMPLETED DATE
● CLOSED	Maria Anderson	Symptomatic worker is required to isolate for a ...	May 21 2020	May 20 2020

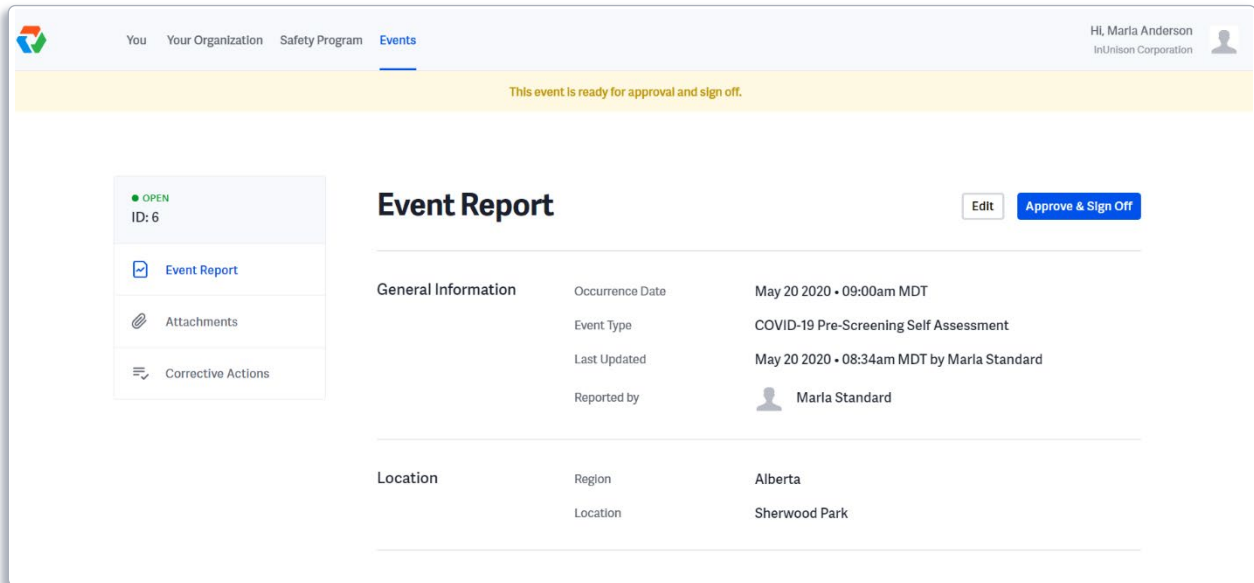
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✓ The Corrective Action has been closed.
close

? Help

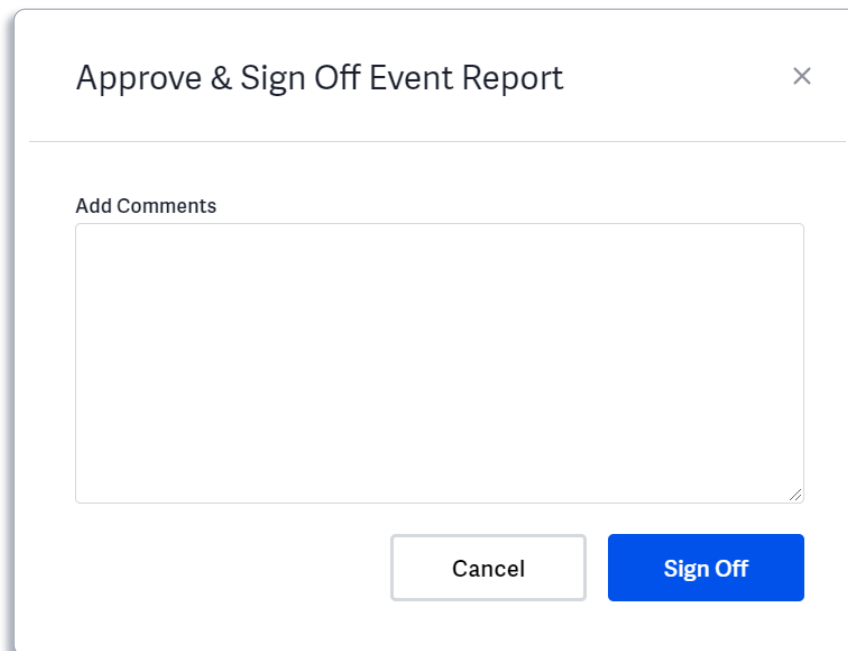
Step 6

Click on Event Report in the menu on the left to return to the main screen of the Event. Click on the Approve & Sign Off button to complete the approval process.



The screenshot shows a web application interface for an Event Report. At the top, there is a navigation bar with 'You', 'Your Organization', 'Safety Program', and 'Events'. A yellow banner at the top of the main content area states 'This event is ready for approval and sign off.' On the left, a sidebar menu shows 'Event Report' selected. The main content area displays the 'Event Report' title and an 'Approve & Sign Off' button. Below the title, there are two sections: 'General Information' and 'Location'. The 'General Information' section includes fields for Occurrence Date (May 20 2020 - 09:00am MDT), Event Type (COVID-19 Pre-Screening Self Assessment), Last Updated (May 20 2020 - 08:34am MDT by Marla Standard), and Reported by (Marla Standard). The 'Location' section includes Region (Alberta) and Location (Sherwood Park).

You will see this pop up window. Enter comments including what steps were taken to ensure that the symptomatic or exposed worker did not report for duty. Click Sign Off once complete.



The screenshot shows a pop-up window titled 'Approve & Sign Off Event Report'. It features a close button (X) in the top right corner. Below the title, there is a section labeled 'Add Comments' with a large text input area. At the bottom of the window, there are two buttons: 'Cancel' and 'Sign Off'.

You will return to the Event Report summary screen which will confirm that your event has been approved, signed off and closed.

The screenshot shows a web interface for an Event Report. At the top, there is a navigation bar with 'You', 'Your Organization', 'Safety Program', and 'Events'. The user is identified as 'Hi, Marla Anderson' from 'InUnison Corporation'. On the left, a sidebar shows the report status as 'CLOSED' with 'ID: 6' and options for 'Event Report', 'Attachments', and 'Corrective Actions'. The main content area is titled 'Event Report' with an 'Edit' button. It is divided into sections: 'General Information' with fields for Occurrence Date (May 20 2020 - 09:00am MDT), Event Type (COVID-19 Pre-Screening Self Assessment), Last Updated (May 20 2020 - 08:55am MDT by Marla Anderson), and Reported by (Marla Standard); 'Location' with fields for Region (Alberta) and Location (Sherwood Park); and a partially visible 'Self-assessment' section. A green notification bar at the bottom states 'This event report has been approved.' with a 'close' button.

You have now successfully approved and signed off on a positive COVID-19 Pre-Screening Self Assessment.

If you have any questions, comments, concerns or suggestions, please contact us. We want you to succeed and are here to help!