

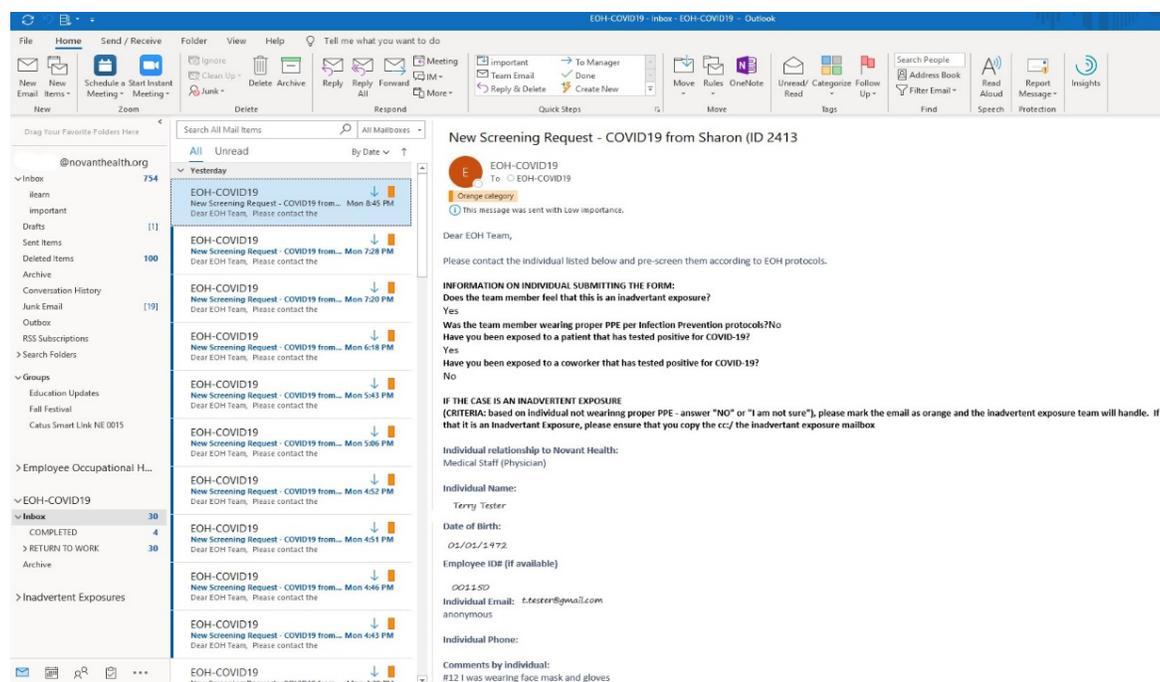
Team member completes the Screening related to Covid-19 online form

The entry point for a team member into the return to work process is completing the online form, Screening related to Covid-19. After submitting the form, an email is sent to the Covid-19 inbox and places the team member in queue for processing.

Use the following tips when viewing the Covid-19 inbox:

- The orange indicators show “inadvertent exposures” (i.e. patient care of positive patient, worked with a positive team member).
- The blue indicators show “normal” intake screening form (i.e. return to work, community exposure, travel or contact with a PUI)
- A team lead (typically) uses this inbox to make contact assignments. Please follow-up with your specific EOH location to verify contact assignment process.

In the screenshot below, the Covid-19 inbox has been selected to show all of the team members in queue to be called:



Helping team member to complete intake form!

If team member needs assistance with completing the intake form, click [HERE](#) to access the form to complete on team member's behalf.

TIP!

If you are selected to make contact assignments, taking screenshots (i.e. the Snippet app – part of your Microsoft Office suite) streamlines this process. Please follow-up with a team lead for further instructions.