

Daily Attestation Portal for all staff

As the state of Massachusetts begins Phase 2 of the reopening process, along with it comes stricter guidelines all businesses must follow and comply with. With so many of our staff supporting offices in multiple states, we will follow the guidelines put into place by Massachusetts at all locations as a standard to follow throughout Home Health Foundation.

To ensure we complete the necessary steps, **all staff must attest daily that they are free from symptoms of COVID-19.** This includes staff working remotely.

To access the Daily Check Portal, visit: https://www.proprofs.com/quiz-school/story.php?title=daily-check_3if

Our goal is to be 100% compliant each day. Spot checks will be done on a regular basis and confirmed against the daily attestation report to ensure full compliance. To do this, all staff must complete the attestation regardless of location of work (direct field work, office work, remote work, dropping in to pick up supplies, etc):

I attest that I have not:

- 1.) Traveled outside of Massachusetts/New Hampshire/Maine/Connecticut/Vermont/New York/New Jersey/Colorado/Pennsylvania/Delaware/West Virginia/Washington/Oregon/Wyoming within the last 14 days.
- 2.) Experienced any Signs or Symptoms of fever, cough, sore throat, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, new loss of taste or smell, GI symptoms or ANY new symptom onset.
- 3.) Outside the context of work and in the absence of appropriate PPE, had contact with someone with or under investigation for COVID-19, or are ill with respiratory illness in the last 14 days.
- 4.) Received a COVID test that is still pending.

If you answer YES to any of these questions, please STOP what you are doing and alert your manager and Employee Health IMMEDIATELY. DO NOT come into the office, DO NOT see patients.

Please remember to bring and wear your badge at all times, including when visiting a site office location. You will need to show your badge to the receptionists at the location when signing in at the desk. This will also assist in our compliance with state regulations during Phase 2.

Guide to filling out the Daily attestation:

- First Page
 - First and Last Name
 - Office Location you work from
 - Office location (i.e. Lawrence, Lowell, Malden, Newburyport, North Hampton, Bedford, York or HPH for House Staff)
 - Your Manager
 - Seeing patients today
 - Enter yes or no
 - Working in Office Today
 - Enter yes, no, or drop-in (drop-in indicates a visit less than 15 minutes)
 - Click START

- Second Page
 - If no, type your first and last name in the box labeled “Type your answer here”
 - If yes to one or more question, alert your manager and EmployeeHealthUpdates@homehealthfoundation.org immediately.

It is critical that you monitor your symptoms. What may what you think is allergies or the “sniffles” may actually be symptoms of COVID-19. To ensure the safety of our patients, please do not brush off these symptoms. **If you have a temperature, a cough or sore throat and/or you do not feel well please do not type your name into the fields provided. Please exit the Daily Check survey, do not come into the office or see your patients and contact your manager and Employee Health for further instructions at EmployeeHealthUpdates@homehealthfoudation.org.**

Thank you.