Carleton College

Carleton Digital Commons

8-17-2020

Employee Instructions for Symptom Tracker

Carleton College

Follow this and additional works at: https://digitalcommons.carleton.edu/covid19archive_documents
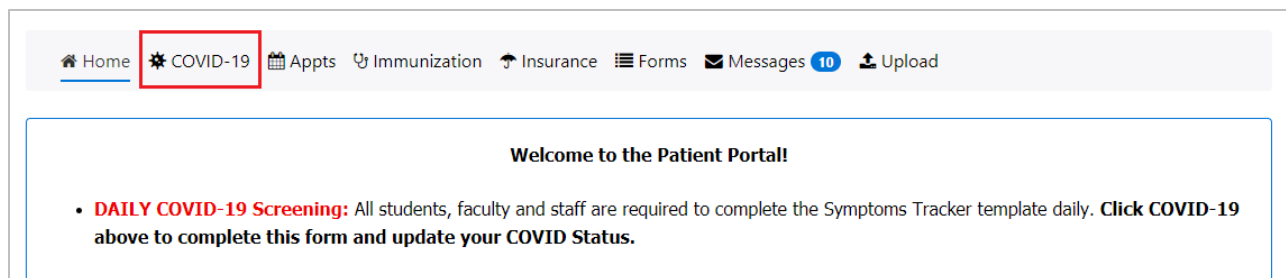
COMPLETING THE SYMPTOMS TRACKER DAILY

All Staff, Faculty and Students are expected to complete a symptom tracking form on a program called Medicat. Follow the instructions below to complete the Symptoms Tracker Form.

Employees are only required to use the tracker on days they are working on campus.
Employees working 100% remotely will have access to use it, but will not be required to do so. Those in hybrid or on-campus positions will need to use it on days they will physically be present at Carleton.
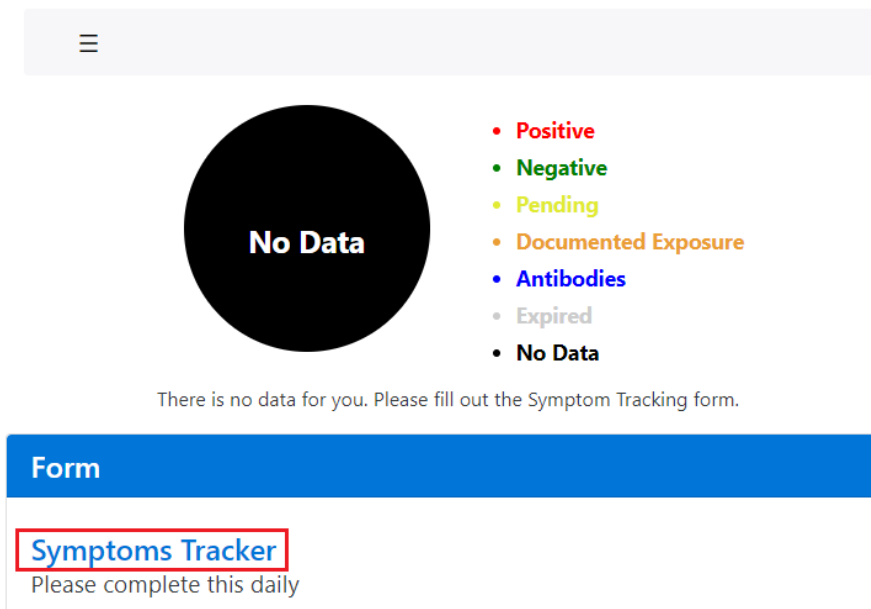
Instructions:
- Access the portal at https://go.carleton.edu/mySHAC
- Log into the Portal with your **Carleton username and password.**
- Select the **COVID-19 button.**

- Click the **Symptoms Tracker Form**.

- Complete the questions and select **Submit** when done.

- **Your COVID Status will update on the Portal**. You will see a colored indicator of your current COVID status.
  - **Positive (Red) =** you have indicated COVID-like symptoms on your Symptoms Tracker Form. Do not come to campus. Please stay home and isolate. Someone from the contact tracing team will be in touch provide you additional information.
  - **Negative (Green)** = you are negative for symptoms or exposure. You are cleared to attend class and/or be on campus.
  - **Pending (Yellow) =** you have a COVID-19 test pending. If you had testing because you have symptoms or a documented exposure please do not come to campus and isolate until results have been received.
  - **Documented Exposure (Orange**) = you have indicated a possible exposure to COVID-19 on your Symptoms Tracker Form. Please stay home and quarantine. Someone will contact you to discuss your exposure.
  - **Expired (Gray)** = your status is now expired, and you need to complete the Symptoms Tracker Form again to update your status.
  - **No Data (Black)** = you do not have a status. This is typically your status before you complete the Template Tracker Form for the first time.

- **Please complete the Symptoms Tracker Form daily to update your COVID Status** if you are planning to be physically present on campus.

  Thank you for helping to make our campus safe!