

## **Onsite Faculty, Staff and Students (1 Illini Drive):**

### **Process Overview:**

- All students and employees must:
  - complete the online HealthCheck self-survey no more than 60 minutes prior to arrival on the UICOMP campus.

Or

  - complete the online HealthCheck self-survey within 30 minutes of arriving at UICOMP.
- Following completion of the self-survey, students and employees will receive an email verifying completion and eligibility to enter the building.
  - Eligible:
    - You may proceed to work or class.
  - Ineligible:
    - An email is sent to the student or employee completing the survey indicating ineligibility to enter the building. Employee or student should then follow established return to work procedures.
    - An email is sent to University Health Services
    - An email is sent to departmental Recovery Coordinator
    - An email is sent to UICOMP HR
- If you enter the building and do not complete the survey within 30 minutes, an email will be sent to you and the department Recovery Coordinator asking you to complete the survey.
- If an employee or student does not comply with the HealthCheck self-survey procedures they will have building access removed from their iCard temporarily and will not be allowed to enter the building. We will be monitoring compliance and may move to a 1 strike policy if failure to comply is high.
- If employees' or students' iCard is deactivated, they must petition to have their access restored. On approval of the petition, access will be restored within 24 hours.
- Departmental Recovery Coordinators will receive daily reports of employees and/or students who have not completed a screening within 30 minutes of arrival at UICOMP.
- Reports are monitored by the Dean's Office for repeat occurrences and iCard building access deactivation.

### **Self-check-in Procedure:**

- All students and employees must:
  - complete the online HealthCheck self-survey no more than 60 minutes prior to arrival on the UICOMP campus.

Or

  - complete the online HealthCheck self-survey within 30 minutes of arriving at UICOMP.
- Complete the HealthCheck self-survey (<http://healthcheck.uic.edu/>) daily when reporting to campus. If you are checking in for the first time, you may be asked to use your UIC NetID to access the form.
- You will receive an email after your submission with an attached PDF showing what you reported. The email indicates your eligibility to enter the campus building.
- Supplemental reference materials are available at the COM COVID-19 webpage: <https://medicine.uic.edu/coronavirus/check-in-information/>.

**Entry / Exit of UICOMP Main Campus Building:**

- You will need your UIC identification cards (iCard) for swipe access into and out of the building at the security desk.
  - You will see a light when you swipe our iCard.
    - **GREEN** light for approved access into the building.
    - Or
    - **RED/Green light flash** if your access has been removed.
- The UIC identification card (iCard) must be displayed/worn at all times. Face masks must be worn in group settings, classrooms, and public corridors. Please follow social-distancing and handwashing guidelines on display throughout the buildings.
- The employee and/or student can check their admittance status using <https://go.uic.edu/dailypass> (This is the daily admit pass)

**Departmental Recovery Coordinators:**

- Departmental Recovery Coordinators have been identified and will receive daily reports of relevant employees and/or students in their areas who have not completed a screening within 30 minutes of arrival at UICOMP.
- In order for us to maintain compliance with the campus plans and keep our facilities open in Phase 4, reports of individuals who do not complete the process routinely will be reviewed by supervisors.

**Petition for re-entry:**

- If your iCard has been deactivated with building access removed you must petition your departmental Recovery Coordinators to re-establish access privileges. Employees who are unable to access the building will have their time sheets adjusted to reflect vacation usage and/or unpaid status while petitioning for reactivation.
- The recovery coordinators will process petitions to reactive any/all iCards.

If you have questions or experience technical difficulties, please email UICOMP-CIS Communication ([CISComm@uic.edu](mailto:CISComm@uic.edu)).