Hello,

All North Country HealthCare employees, students, and residents are required to be screened daily for COVID-19 symptoms and exposures as a part of our organization’s response to the pandemic. Although in the past this was an in-person screening, North Country now utilizes the GoCanvas application for daily screening. This email contains a plethora of very important information about the app, how to use it, and the new workflow for daily self-screening. **Please read this email and the attached document thoroughly and in their entirety.**

1. You will soon be receiving an email form [donotreply@gocanvas.com](mailto:donotreply@gocanvas.com) with instructions to set your password and activate your account. This will be sent to the email we have on file for your rotation. Please check ALL of your email accounts and contact your rotation coordinator if you cannot find it.
2. Each employee will be required to self-screen in the app every morning from Monday through Sunday. This includes if you are coming into a North Country facility, working from home, or are not working. You will receive daily notifications from the app at 7:00 AM seven days a week to help remind you to complete it. Screening daily, even if you are not coming into a facility, will help us more closely monitor potential symptoms and exposures and be able to address those in a proactive manner, and so we ask that you adhere to this regardless of your individual work schedule. As a reminder, our employee health team treats your reported information in a sensitive and responsible manner.
3. Unfortunately, some ~~OLDER~~ older devices are NOT compatible with the GoCanvas app, but there is also an option to download a version onto a personal Windows computer/laptop. Details about which devices are and are not compatible, as well as instructions for downloading and completing the screening on a personal computer/laptop are explained in the attached document.
4. When self-screening in the GoCanvas app, in addition to the questions pertaining to symptoms and exposure, **you will be required to take your temperature and record the value in the app.** You can use any digital thermometer that you may have at home to record your temperature (i.e. contact or non-contact). If you ~~DO NOT~~ do not have a digital thermometer of your own to use for this purpose, please contact me. You may need to supply your own digital thermometer or choose to be screened at the patient entrance, in lieu of self-screening. **Again, you must have a digital thermometer in order to self-screen from home.**
5. After you have finished completing the screening questions and recorded your temperature, GoCanvas will produce a PDF that serves as both confirmation of successful submission and your clearance (or lack thereof) to enter the workspace. You will either be cleared to enter the building, or you will be required to stay at home and complete the Employee Health Virtual Waiting Room. More details and screenshots are included in the attached document. **Importantly, you MUST have the option to “Show PDF after sync” SELECTED/ENABLED in order to get your results**. Unselecting this option will take you directly to the home screen after submission, and it will not show whether or not you have been cleared to work. You may additionally be required to show your supervisor your results PDF upon arrival to work.
6. Additionally, while it is exciting that we have developed a more efficient and convenient option with GoCanvas, self-screening from home does not reduce the level of integrity that we expect from ~~our employees~~ students. Please DO NOT fabricate a temperature or scroll idly through the questions. The necessity for honesty and accountability in your responses remains the same, and we expect each and every employee to conduct a truthful assessment of their symptoms and exposure. Your supervisor will be responsible for monitoring screening completion and results for their employees.

Again, please also read through the attached informational document in its entirety, and if you’d like, watch the video tutorial linked below. Please reach out ~~to your supervisor~~ if you have questions. Thank you and stay safe.

<https://web.microsoftstream.com/video/373e0fa9-fd43-44cd-b9ba-3b684101cbe2>