MN Symptom Screener

User Guide

Overview

The MN Symptom Screener is a digital tool on the Minnesota Safety Council website that will help organizations monitor and promote good health and a safe work environment among businesses, employees, customers, and visitors. The screening tool allows organizations to submit non-personal health information to make a determination about the health of someone entering a facility, using a few simple questions and performing an optional daily temperature check.

The MN Symptom Screener tool provides organizations with a daily snapshot of the health indicators of people about to enter the workplace.

The tool is available free of charge to any business or organization that wants to use it. It works best on mobile devices but can be accessed on a regular computer as well.

No one will be able to track an individual employee's health data in the tool, and each company or organization owns its own data. There is no requirement to share data with the state or anyone else.

Organizations should designate health screeners to collect the data using the MN Symptom Screener at each entry to an organization or place of business. The screener tool stores the anonymized data in a report that the tool administrator(s) in each organization can access and review.

Getting Started

MN Symptom Screener is a tool to collect health-related information. Organizations need to register in the system to be able to use it. Registration instructions are provided below. You may want to add your organization's Minnesota Tax ID number. This is not required, however it will be helpful to ensure that you are registering a real organization.

Each user of the website must have a valid Gmail (Google Email) account. Gmail accounts are free and easy to set up. We recommend that a participating organization establish a different Gmail account for each person using the application. Instructions for setting up a Gmail account.
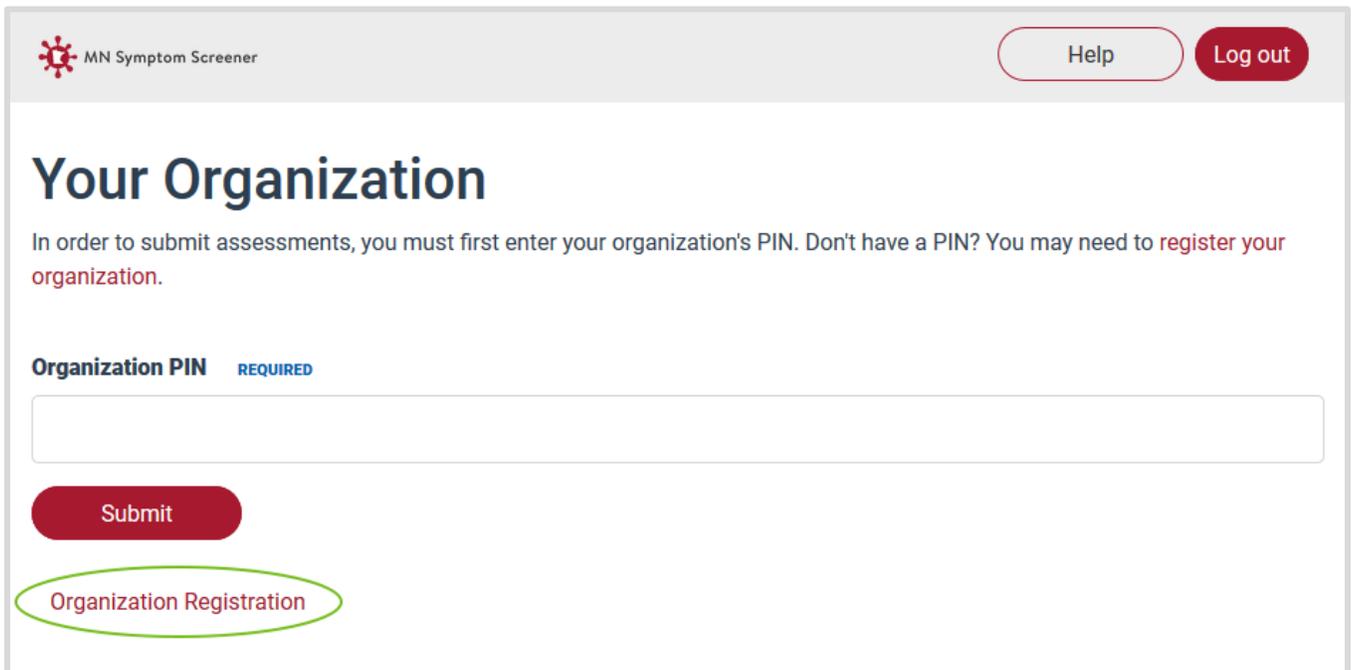
The person who registers a business or organization is the administrator of the account and has access to reports based on the anonymous data collected by the tool. The organization can use the report data to track

trends in temperature or other symptoms among employees and visitors. Based on this information, organizations and businesses can establish health-related plans, policies, and procedures for employees, customers, and visitors.

You'll Need to Register

To register your organization in the system, go to mnsymptomscreener.minnesotasafetycouncil.org. Select the **Sign-in** button. You will need to provide your Gmail account information at this time.

On the next screen, select the **Organization Registration** link.

The Organization Registration screen will appear. The person listed as the point of contact will receive information about the organization account.

Organization Registration

Please complete all fields as the main point of contact and submit the form.

Organization Name   REQUIRED

Industry   REQUIRED

> Please select an item in the list.

MN Tax ID

To be used for verification

Point of Contact

Name   REQUIRED

Job Title   REQUIRED

Phone Number   REQUIRED

e.g. 555-555-5555.

Email   REQUIRED

e.g. user@example.com.

Register

Cancel

Once you select the **Register** button, the request goes to one of our website administrators for approval to avoid the creation of false information on this site by those who are not well-meaning. Note: it may take 1-3 business days to get approval, so please plan accordingly. After your request is approved, we will send an email to the address provided on the form with a new Organization PIN Number. This number will be required every time your screeners log into the site, so make sure you keep a record of it.

How to Screen People

To screen employees, select the **Sign-in** button. A new window will pop up to enter your Gmail address and password.
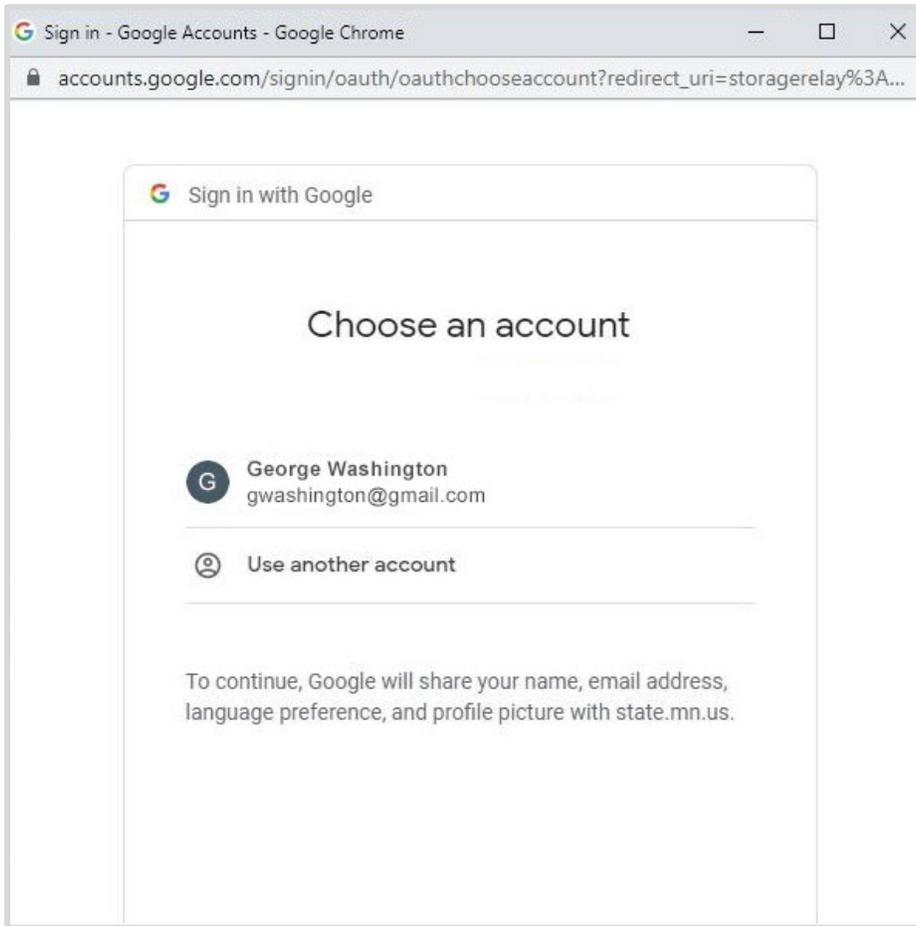
Once that information is verified, a screen will appear where you enter an Organization PIN number. This is the same number sent to the contact person when they registered.
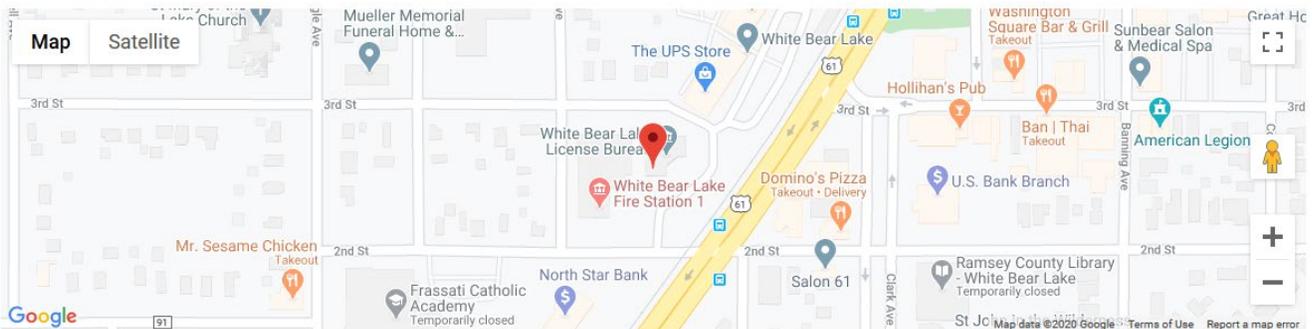
Confirm Your Location

It is important to know the location of the screening. If you are using a mobile phone or tablet, the website will use your device GPS to determine your location. A map will display where it thinks you are located.
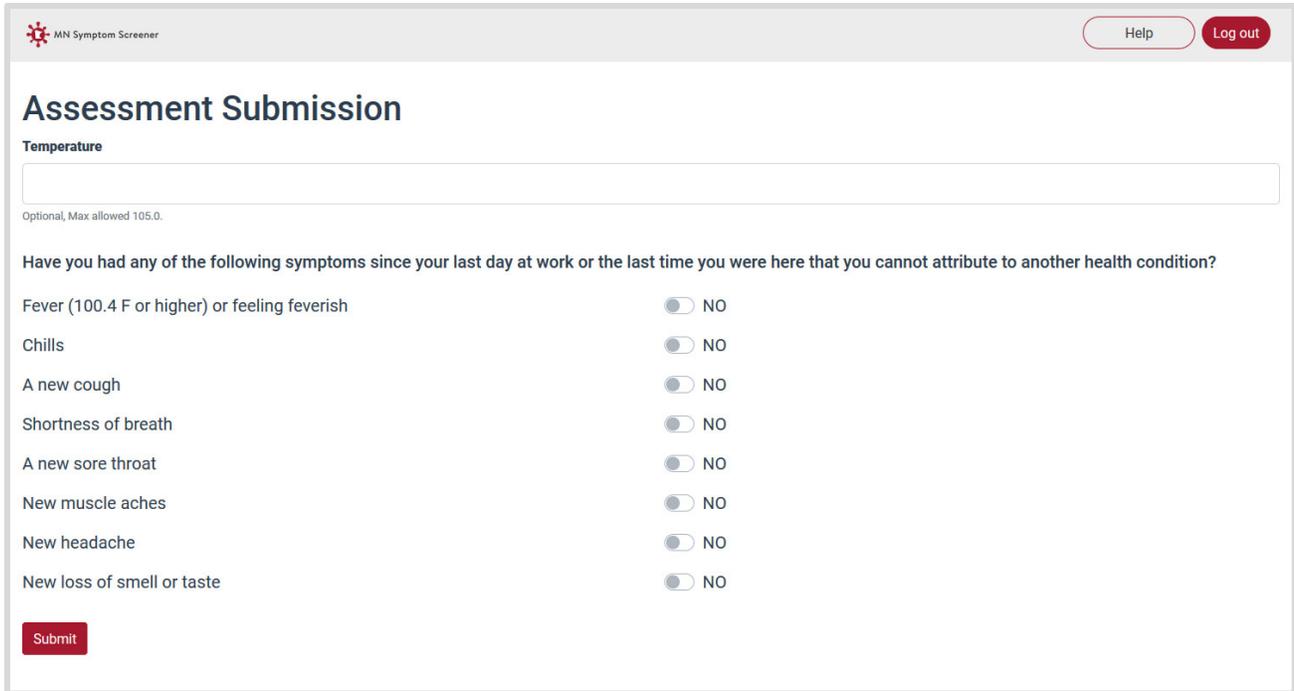

If that location is incorrect, enter the street address in the box above the map and the system will find the new location. Select the **Confirm** button to continue.

Enter data

After confirming your location, you are presented with the Assessment Submission screen to enter the main data:

Note: Symptoms may change in the tool to reflect current CDC guidelines.

You must type in a temperature value. Record other symptoms using the **Yes/No** toggles:


The default is "no."

Select the toggle to change it to "yes" and the toggle button changes to green.

Select the **Submit** button after you have asked all the questions and recorded the responses. Selecting the submit button clears the form so that you can immediately screen the next person.

When you are done screening, select the red **Log out** button.

View your organization's data

If you are the registered contact for an organization, you have the ability to view and export your data that was entered into the MN Symptom Screener. On the "Your Organization" screen (where you would otherwise enter your PIN), select the link at the bottom titled **View [Organization Name] Dashboard**.
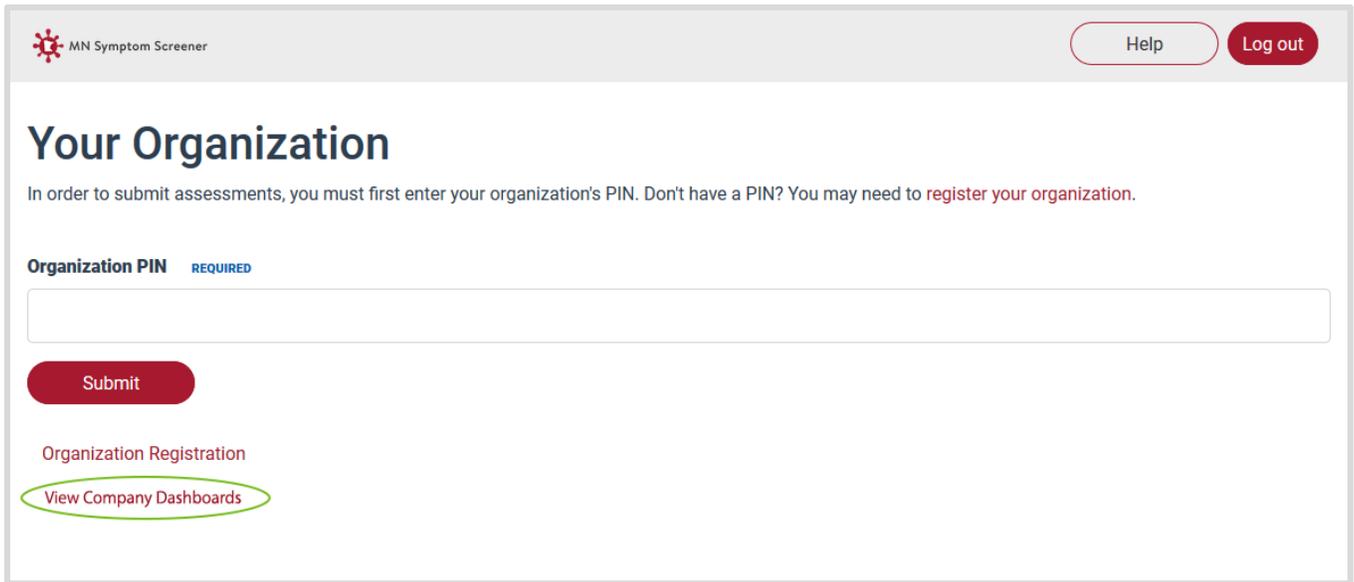
Selecting the "View [Organization Name] Dashboards" link will take you to a screen with 2 tabs – Dashboard and Measurements.

The **Dashboard** tab gives you a visual representation of your total screenings, including a breakdown of reported symptoms by type.
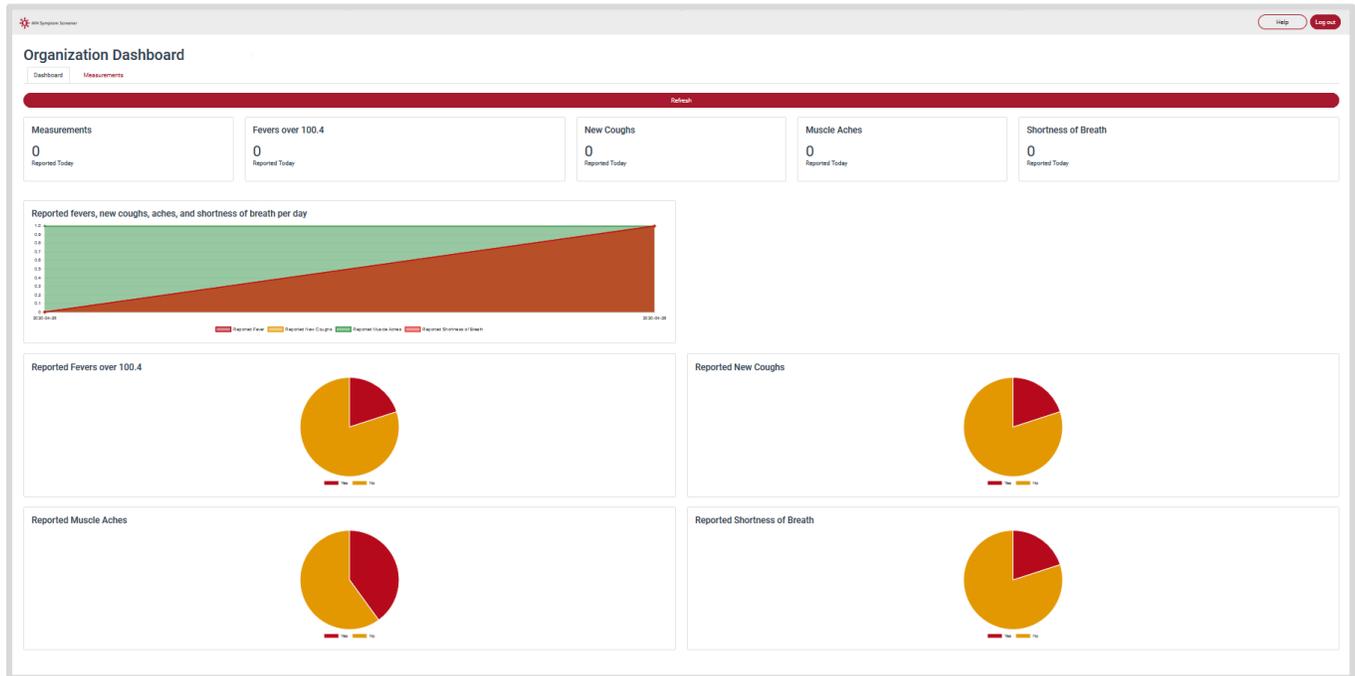
The **Measurements** tab allows you to view and export the data for your own use. You will only have the ability to see and export data for your own organization.

Data retention

Administrators are advised that there is a 10-day data retention period before the data is deleted. However, administrators are able to download the data if they want to retain the information for a longer period of time.