



# MN Symptom Screener

## User Guide

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### 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.](#)

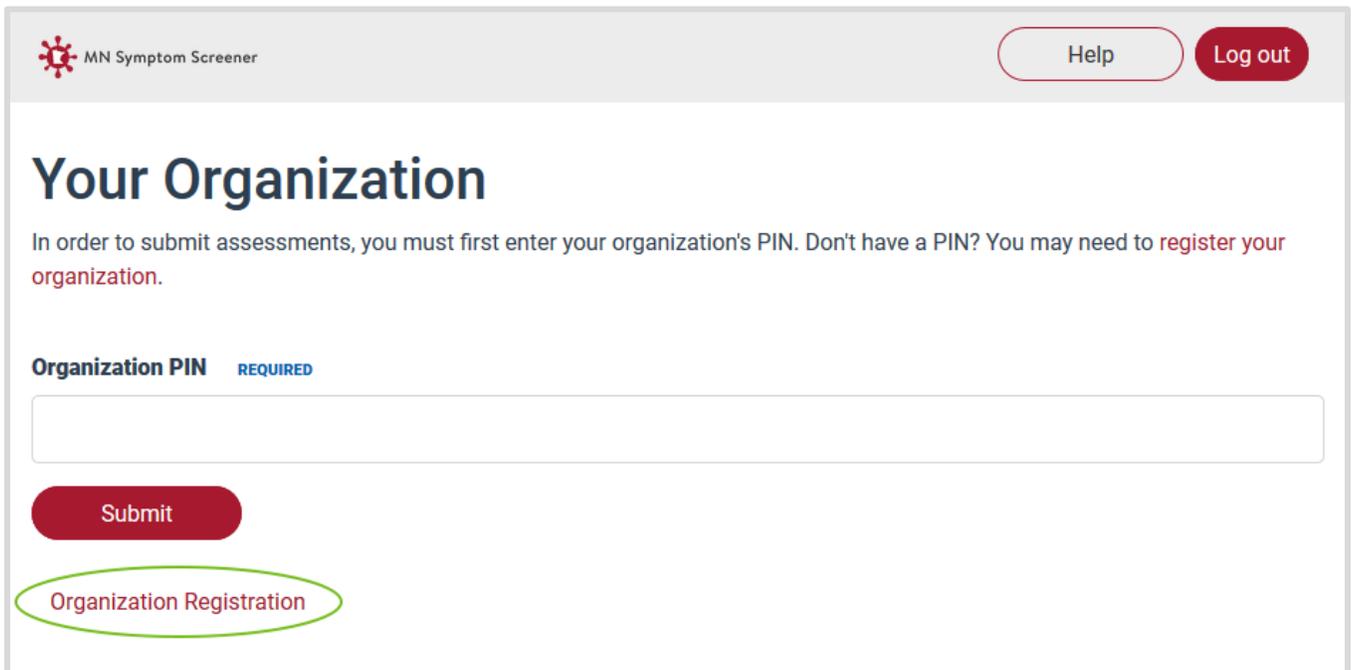
The person who registers a business or organization is the administrator of the account and has access to reports based on the anonymous data collected by the tool. The organization can use the report data to track

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](https://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 screenshot shows the 'Your Organization' page of the MN Symptom Screener. At the top left is the logo and text 'MN Symptom Screener'. At the top right are 'Help' and 'Log out' buttons. The main heading is 'Your Organization'. Below it is a message: 'In order to submit assessments, you must first enter your organization's PIN. Don't have a PIN? You may need to register your organization.' There is a text input field for the 'Organization PIN' with a 'REQUIRED' label. Below the input field is a 'Submit' button. At the bottom, there is a link for 'Organization Registration' which is circled in green.

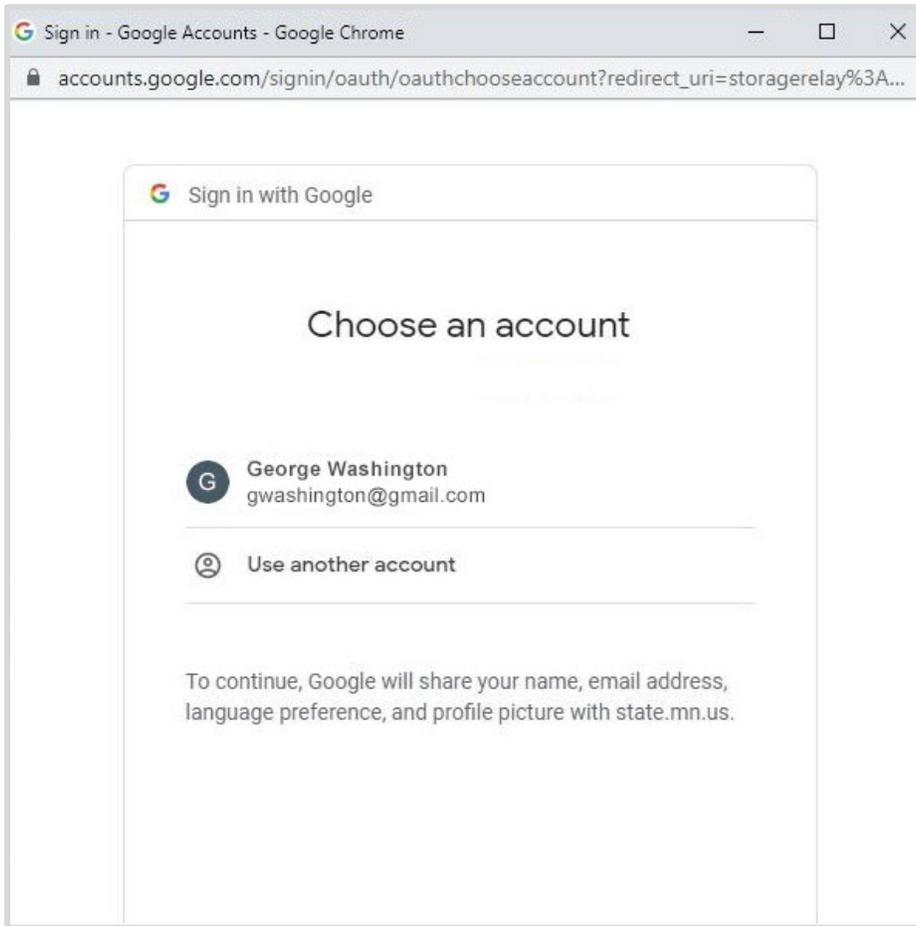
The Organization Registration screen will appear. The person listed as the point of contact will receive information about the organization account.

The screenshot shows the 'Organization Registration' form on the MN Symptom Screener website. At the top left is the logo and 'MN Symptom Screener' text. At the top right are 'Help' and 'Log out' buttons. The main heading is 'Organization Registration' with a sub-instruction: 'Please complete all fields as the main point of contact and submit the form.' The form is divided into two sections: 'Organization Information' and 'Point of Contact'. The 'Organization Information' section includes: 'Organization Name' (REQUIRED), 'Industry' (REQUIRED) with a dropdown menu, and 'MN Tax ID' (REQUIRED) with a placeholder 'Please select an item in the list.' and a note 'To be used for verification'. The 'Point of Contact' section includes: 'Name' (REQUIRED), 'Job Title' (REQUIRED), 'Phone Number' (REQUIRED) with an example 'e.g. 555-555-5555', and 'Email' (REQUIRED) with an example 'e.g. user@example.com'. At the bottom, there is a large red 'Register' button and a smaller 'Cancel' link.

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.

# Your Organization

In order to submit assessments, you must first enter your organization's PIN. Don't have a PIN? You may need to [register your organization](#).

Organization PIN **REQUIRED**

Submit

[Organization Registration](#)

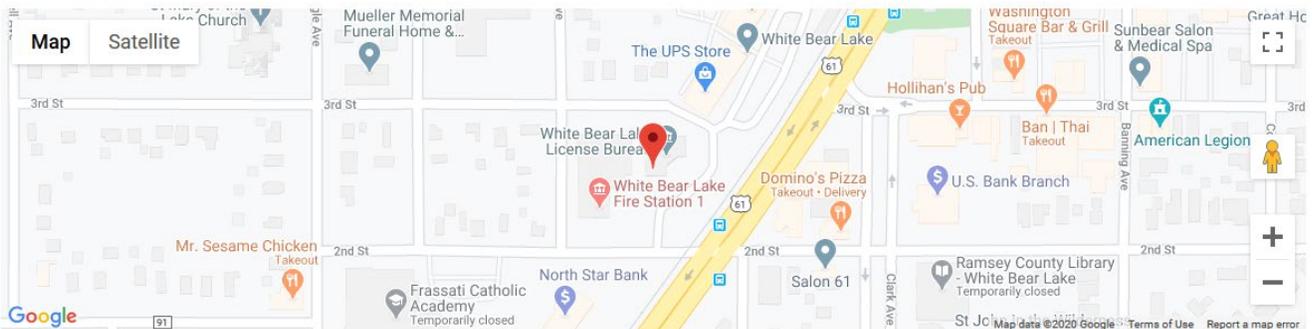
## Confirm Your Location

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.

# Please confirm your location

If the marker on the map below is not correct, you can enter your address or location below:

4701 U.S. 61, White Bear Lake, MN, USA

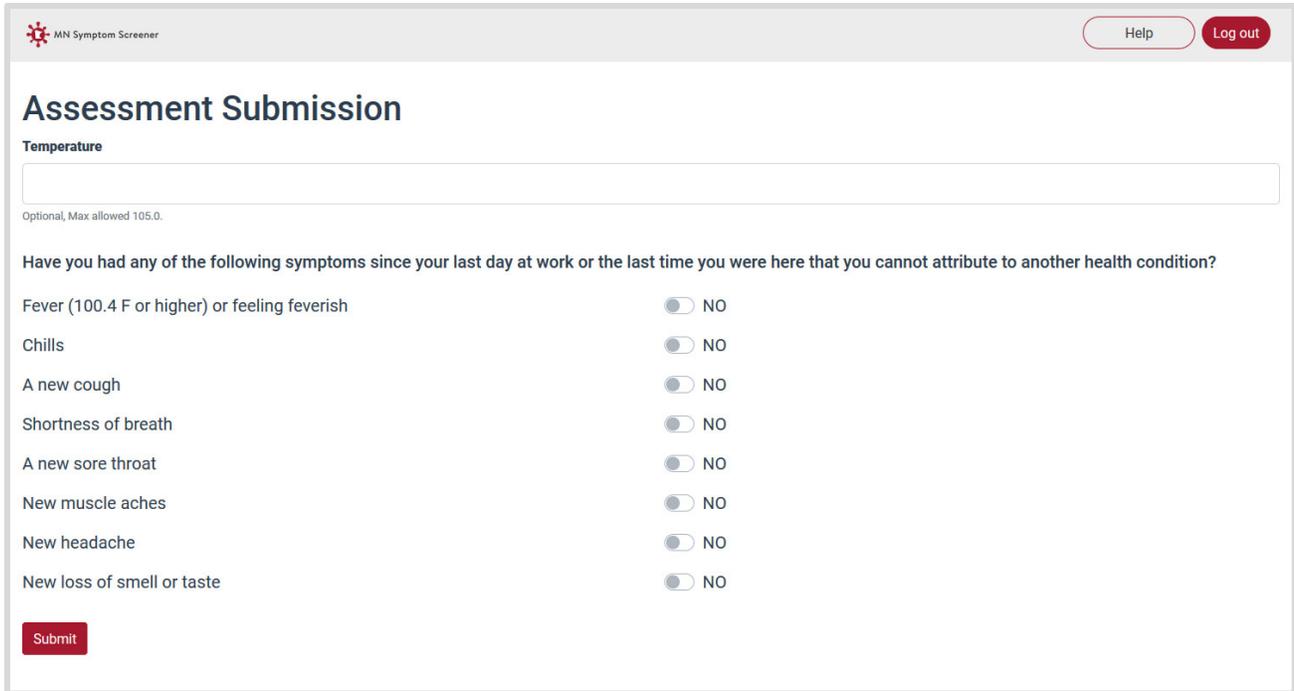


Confirm

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:



MN Symptom Screener

Help Log out

### Assessment Submission

Temperature

Optional, Max allowed 105.0.

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Fever (100.4 F or higher) or feeling feverish  NO

Chills  NO

A new cough  NO

Shortness of breath  NO

A new sore throat  NO

New muscle aches  NO

New headache  NO

New loss of smell or taste  NO

Submit

*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.”

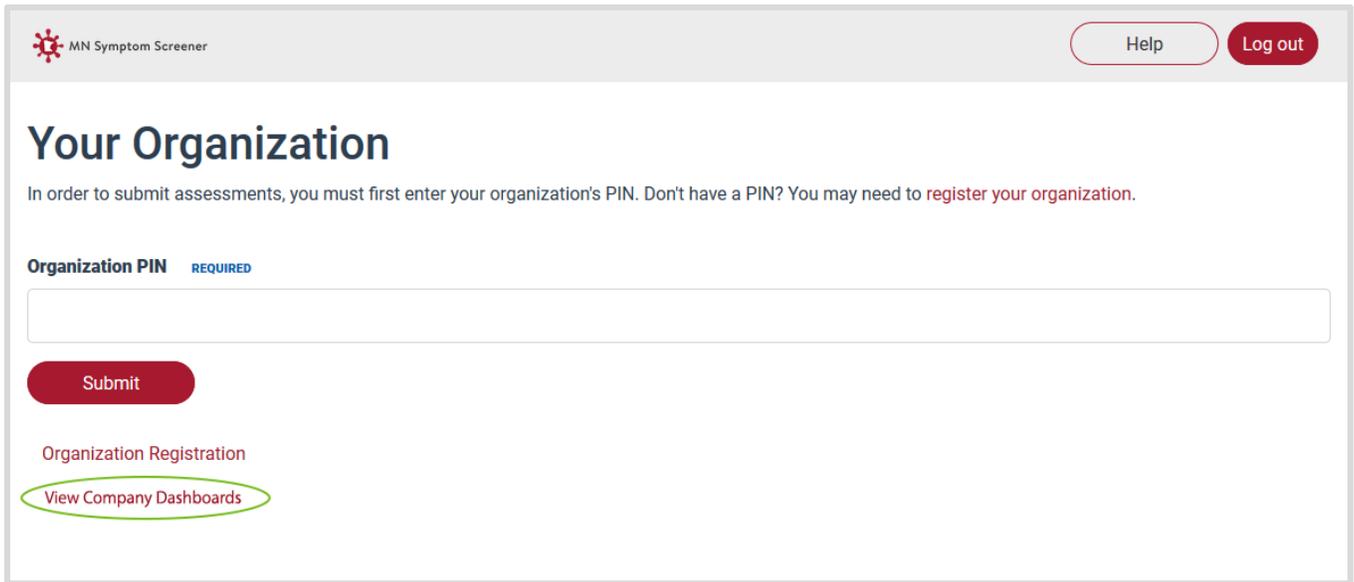
Select the toggle to change it to “yes” and the toggle button changes to green.

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**.



MN Symptom Screener

Help Log out

## Your Organization

In order to submit assessments, you must first enter your organization's PIN. Don't have a PIN? You may need to [register your organization](#).

**Organization PIN** REQUIRED

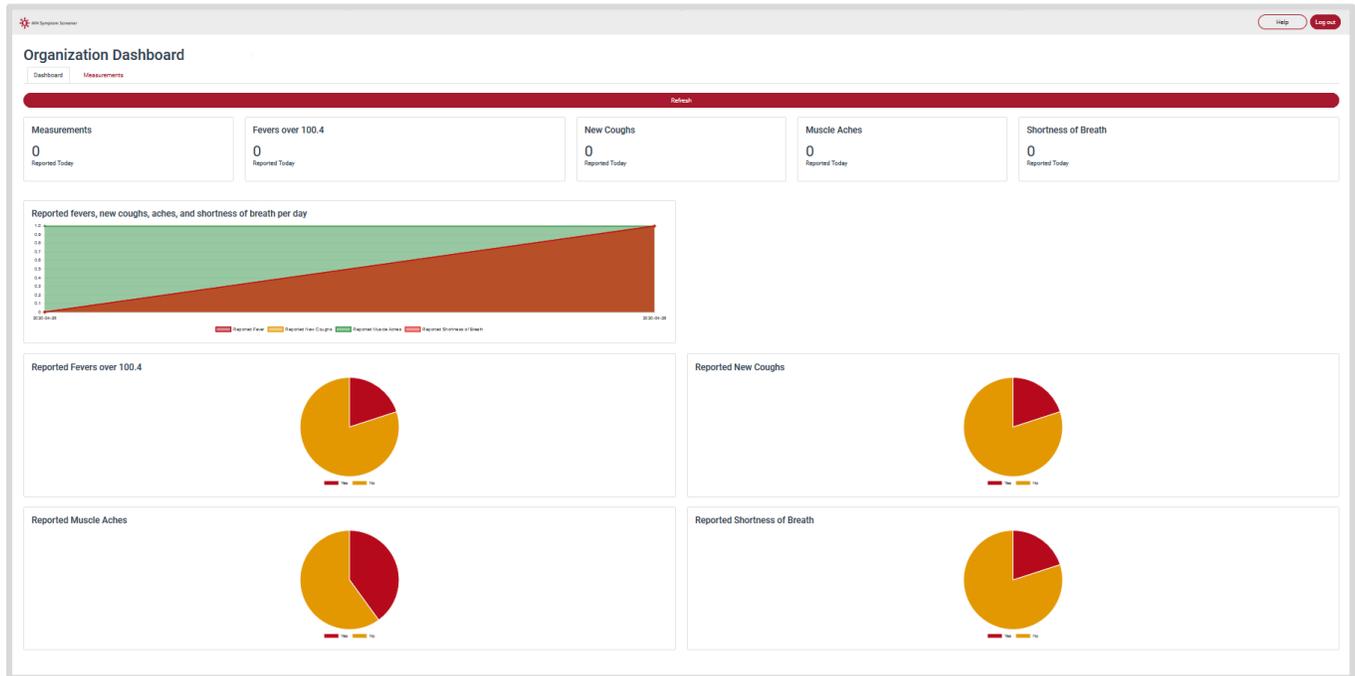
Submit

[Organization Registration](#)

[View Company Dashboards](#)

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.

The screenshot shows the 'Measurements' tab with a table of data and a 'Download CSV' button.

Organization	Location	Temperature	Fever > 100.4	Shortness of Breath	Muscle aches	A new cough	Created On
Company Name	Lat: 44.82919, Lng: -92.93457	97	No	No	No	No	Apr 26 2020, 5:58 PM
Company Name	Lat: 44.82919, Lng: -92.93457	97	No	No	No	No	Apr 26 2020, 5:57 PM
Company Name	Lat: 44.95078, Lng: -93.11944	98.6	No	No	No	No	Apr 26 2020, 3:10 PM
Company Name	Lat: 45.03185, Lng: -93.30878	98.4	Yes	Yes	Yes	Yes	Apr 26 2020, 2:23 PM
Company Name	Lat: 45.0536, Lng: -92.83403	98.3	No	No	Yes	No	Apr 25 2020, 1:49 PM

## 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.