

Digital Health Screening Questionnaire

Frequently Asked Questions

I completed the screening questionnaire in advance, but my health condition changed before my shift start time?

You should complete the health screening questionnaire no more than 12 hours before your shift starts. If your responses clear you for work, you will receive a work pass via email. However, if you develop symptoms after you were cleared for work but before your shift start time, you are required to resubmit an updated health screening questionnaire. You will no longer be cleared for work and you should plan to stay home. Please contact your supervisor right away, as well as your health care provider.

If I need to work from a JCCA city location can I just come by any time?

No. Starting July 20, any employee who must travel to a JCCA city location should contact their supervisor first to be placed on the day's schedule. Each location is currently operating at one-third normal capacity, so your visit must be scheduled according to a limited number of slots available. You should not complete the questionnaire unless you have prior approval to work at the office on the specified day.

How are office schedules prioritized?

Each program and department is given a specific number of slots to schedule employees on a staggered schedule that takes into account location capacity and social distancing. Employee schedules for JCCA offices are prioritized as follows:

- Your job responsibilities require you to be at the office every day. You are unable to perform your duties from home.
- You have scheduled a client visit at a JCCA city location and you must attend in person to deliver the services.
- You can perform most of your duties from home using your computer. However, there are times where you need access to files, copiers, scanners, and other office resources to complete your work.

What if I forget to complete the questionnaire before leaving my home?

You can complete the questionnaire any time right up to the point you arrive at the JCCA location entrance. If you complete it right outside the office, wait for the email, and then present it to the front door personnel to gain access to the building. However, please plan ahead because if you know your answer will be yes to any of the questions, you will not be allowed to come into the office and will be asked to go home.

Can I fill out the questionnaire once and receive a pass for more than a day?

No, the questionnaire must be filled out once for every day you are scheduled to work because your health condition may change from one day to the next. State guidelines and travel advisories are being updated often, so we are required to record information for every single work day. We also use the

number of questionnaire submissions to manage location capacity to meet social distancing guidelines. Once a location has reached capacity, work passes will stop being issued.

Can I fill out the questionnaire if I do not have JCCA-issued smartphone?

Yes, you can use your personal smartphone to complete the questionnaire. It does not require a special app. Simply go to the [Employee Health Screening Questionnaire](#) to begin.