

Required Daily Monitoring and Reporting of Health Status for Physicians and Staff Frequently Asked Questions (FAQs)

WHY

1. Why are we moving to required daily monitoring and reporting of symptoms?

Due to the continued spread of COVID-19 in our community, it is necessary for us to become more active with the monitoring of our staff's symptoms. One of the most effective ways to cut down on COVID-19 transmission is to keep symptomatic staff out of work. Therefore, in order to preserve our workforce and protect our patients, it is critical that we have a quick, reliable, and actionable way to document the symptoms of all staff within our system.

STAFF REQUIRED TO COMPLY

1. Who is required to perform daily monitoring and reporting of symptoms?

Effective Thursday, April 2, all physicians and staff, regardless of role, who enter into any Beth Israel Lahey Health (BILH) workplace facility (hospital, clinic, office, multi-tenant shared buildings) will be required to perform **daily monitoring and reporting of symptoms**.

2. Do staff working remotely need to perform daily monitoring and reporting of symptoms?

You are not required to perform daily monitoring and reporting of symptoms if you are working remotely under the Telecommuting For Disaster Response Guideline. You are required to perform daily monitoring and reporting of symptoms if you come into any BILH workplace facility (hospital, clinic, office, multi-tenant shared buildings) for any reason while on the Telecommuting For Disaster Response Guideline.

3. Do staff on Employer-Directed Standby Leave (Furlough) need to perform daily monitoring and reporting of symptoms?

You are not required to perform daily monitoring and reporting of symptoms while on Employer-Directed Standby Leave (Furlough). You are required to perform daily monitoring and reporting of symptoms if you are given notice to return to work as per the Employer-Directed Standby Leave (Furlough) policy.

4. Do staff on other types of leave programs need to perform daily monitoring and reporting of symptoms?

You are not required to perform daily monitoring and reporting of symptoms if you are on any other type of leave program. You are required to perform daily monitoring and reporting of symptoms if you come into any BILH workplace facility (hospital, clinic, office, multi-tenant shared buildings) for any reason while on the leave program.

WHAT IS REQUIRED

1. What are staff required to do?

Effective Thursday, April 2, staff working onsite are required to complete a symptom attestation before every shift using either **the online [Staff Symptom Monitoring Form](#) or manual tracking**. Your local organization will determine if your site is using manual tracking. Most sites will be on the online Staff Symptom Monitoring Form. The form is posted on [BILH's COVID-19 website](#) and can be found at this address: <https://covid-19.bilh.org/staffhealthform>.

2. Why does the online form ask for my cell phone number?

Your cell phone number is needed to send you a daily reminder to fill out the online form. After a staff member fills out the form once, they will automatically be enrolled in a SMS text message program and will receive daily reminders via SMS text messages on their cell phones. It is critical that staff enter a valid cell phone number to receive the SMS. Staff may opt out of reoccurring text message reminders.

3. I don't have a cell phone, or I don't have a phone with a data plan, or I have a limited data plan and do not want to be charged for a text reminder. What do I enter in the cell phone field?

The form does require a phone number for submission. Please enter a phone number where you can be reached and Employee Health will follow up with you. This can be a landline.

4. Will my cell phone number be kept private?

Yes. Your cell phone number will only be used by BILH Information Technology to send you a daily text message and by your local Employee Health department to contact you if you indicate you are experiencing COVID-19 symptoms.

5. What does staff need to do if their location is tracking symptoms at the department level?

Your local Employee Health department will be sharing what you will need to do for locations participating in manual tracking.

6. Is there an audit process to identify staff who have not complied?

An audit process is under development to identify staff who have not complied.

7. What happens if a staff member reports health symptoms?

A member of the Employee Health department will call the individual to determine the best options to support the staff member and patients if a staff member attests that they have symptoms. The data collected under this system will be used by Employee Health.

8. Who will know if I attest that I have symptoms?

We will follow organization protocols to ensure patient and employee safety while balancing privacy rights.

9. Is the form available in languages other than English?

If you need the form in a language other than English, please contact your local Employee Health department who will assist you.

10. Who do I contact with questions?

Please reach out to your local Employee Health department who will assist you.