

MSDH Telework Record Instructions

Form 1209

Disclaimer: Employees must submit the form electronically using the Microsoft Form.

Revision: June 15, 2020

Purpose:

Workforce members will submit this form to their immediate supervisor to document self-screening before reporting to work at a non-MSDH facility, in accordance with Section 2.0 of the *MSDH Wellness Screening Policy*.

Instructions:

Workforce Members

1. Use the Microsoft Form at this link:
<https://forms.office.com/Pages/ResponsePage.aspx?id=3EKQVfCLhk2fwPv0x1A8edvX-8ewt8VNsH0TQTZylp9UQU80WlZOQzlaS1ZHUUtZWVUzQTJBNERURi4u>
2. Enter all required information:
 - Your immediate supervisor's email address
 - Your first name
 - Your last name
3. Answer all required screening questions.
4. Click Submit.
5. Contact your supervisor immediately if you answer YES to any of the questions. Do not report to work until you have discussed your screening failure with your supervisor.

Supervisors will receive an email of the submission for their review.

Office Mechanics and Filing:

Submissions are automatically recorded through the Microsoft Forms application. The data are maintained by OHIT and available upon request to supervisors in an Excel file.

Retention:

OHIT will maintain submission data while the *MSDH Wellness Screening Policy* is active and for one year after the State Health Officer determines that workforce screenings are no longer required.