

# SYMPTOM TRACKER

## How to Use the COVID-19 Symptom Tracker



The Symptom Tracker is a critical new tool in the university's work to help protect the health and safety of the WPI community during the pandemic. Available via the WPI Mobile App, Microsoft Power Apps and through the university's website, the tracker allows for early detection of COVID-19 symptoms, connecting students, faculty, and staff with health resources quickly and easily. Importantly, it also gives the university actionable insights into any COVID-19 trends among the community.

All students, faculty, and staff who will be physically returning to campus need to update the tracker daily before going onto campus - even using it on the days they will be off campus, including weekends and vacation days. Everyone's symptoms need to be tracked daily because they likely have recently been on campus. They also will need to update it immediately if they learn they have tested positive for COVID-19, or have been alerted that they've come in "**close contact**" with someone with COVID-19. Information is secure and confidential.

Only remote employees or students, who will have absolutely no access to campus, are exempt from using the Symptom Tracker. However, in the case of employees working totally remotely, if they experience COVID-related symptoms, they should enter those symptoms and their absence from work in the tracker, so WPI can track the COVID-19-related time, ensuring that their personal sick time is not used.

The Symptom Tracker was designed to be easy and quick to use. It generally takes about 3 minutes to use it - 2 minutes to take your temperature and less than a minute to answer a few questions.

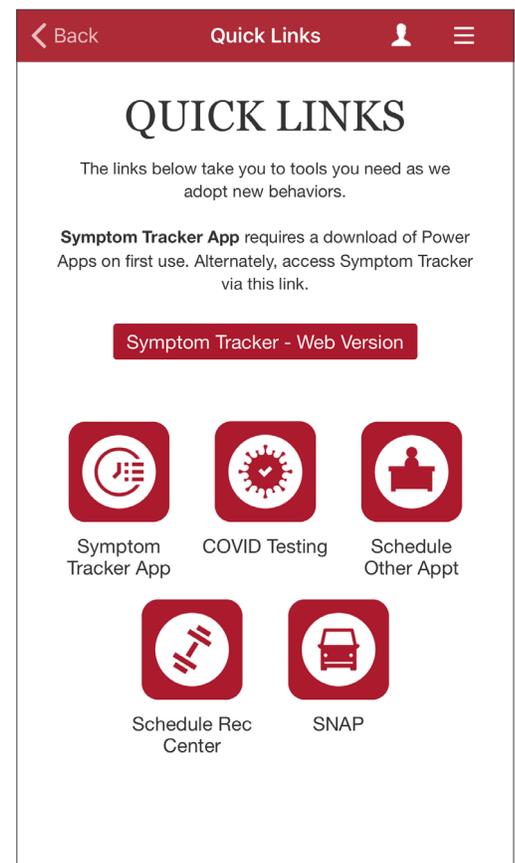
### HERE'S HOW IT WORKS:

**To access** the tracker on the website, [simply go here](#) and login with your WPI email address and password.

**To access the Symptom Tracker on a mobile device**, first download Power Apps for free from the Apple App Store or from Google Play. You can log in to Power Apps with your WPI email address. The app uses double authentication so you will be prompted for your second-factor authentication upon your initial login. After that, Power Apps will recognize you so you don't need to log in every day. To use the Symptom Tracker, simply open up Power Apps or you also can access the tracker via your WPI app, finding it under "Quick Links" on the main screen. Clicking on Symptom Tracker there for the first time will take you directly to either Apple's App Store or Google Play, depending on the type of device you are using, and will then prompt you to download Power Apps. After that (or if you've already downloaded Power Apps), clicking on the tracker in the WPI app will take you to Power Apps where the Symptom Tracker will automatically recognize you.

**Once you've opened the tracker**, either online or via an app, you will see the main page with six statements for you to choose from:

- I have had a symptomatic COVID-19 test or I have received a positive test result for COVID-19 in the past 14 days



- I am experiencing COVID-19-like symptoms
- I have been in close contact with someone diagnosed with COVID-19 in the past 14 days
- I have been asked to self-isolate or quarantine by a doctor or local public health official in the last 14 days
- I feel good (No COVID-19/No Symptoms)
- I won't be on campus today.

You will need to take your temperature every day before using the Symptom Tracker because having a temperature of more than 100 degrees Fahrenheit is one of the symptoms you would need to note.

The tracker will recognize you and know if you are a student or employee so it can give you the appropriate guidance.

If you click on "I feel good," for example, and then hit submit, you will be given a message that you are cleared to come to campus.

If, however, you click on "I am experiencing COVID-19-like symptoms," and you are a WPI employee, it will tell you to call your personal physician for guidance and to advise your supervisor. If you are a student, it will guide you to contact Health Services.

WPI's Testing Coordinator will monitor the results daily and connect with those who report any symptoms.

The screenshot shows the 'Symptom Tracker' app interface. At the top, there is a red header with the text 'Symptom Tracker' and an information icon (i) in a circle. Below the header, the text 'Please check all that apply:' is displayed. There are six options, each with a red square checkbox and an information icon (i) in a circle to its right:

- I have had a symptomatic COVID-19 test or I have received positive test result for COVID-19 in the last 14 days.
- I am experiencing COVID-19-like symptoms.
- I have been in close contact with someone diagnosed with COVID-19 in the last 14 days.
- I have been asked to self-isolate or quarantine by a doctor or local public health official in the last 14 days.
- I feel good (No COVID/No Symptoms).
- I won't be on campus today.

At the bottom of the form is a red 'Submit' button.

The screenshot shows the 'Symptom Tracker' app interface after submission. At the top, there is a dark red header with the text 'Symptom Tracker' and an information icon (i) in a circle. The main content area is white and contains the text: 'Thank you. You are cleared to come to campus!'. At the bottom right of the screen is a red 'OK' button.

