Daily COVID Pass (Symptom Check) Policy

Introduction

As part of Centre College’s operational response to in-person resumption of activities in the COVID-19 world environment, and in alignment with the CDC and other state and county guidance, a mechanism has been developed for daily COVID-19 symptom screening. The Daily COVID Pass tool is intended for all students and employees who will be living, studying, or working on site at a college-owned or leased property.

Scope

All Centre staff, faculty, and students.

Policy

Centre College will utilize a daily symptom questionnaire, called the Daily COVID Pass hosted on CentreNet, which will provide either a certificate of clearance to work or study on-site, or a notice not to report to work on-site. All Centre students, faculty, and staff will be required to complete the check-in questionnaire every day, whether working remotely, on college property, or traveling on College-related business.

Procedures

Effective August 1, 2020, all Students and Employees must login to CentreNet and complete the Daily COVID Pass each day, whether planning to be on campus or not. This form should be completed at home. However, if it cannot be completed before arriving on campus, it should be completed upon arrival. Submission of the form will produce one of two immediate responses:

1. **CLEARED**: You are cleared to be on campus today; or
2. **NOT CLEARED**: You are to remain in your residence and follow further health instructions:

   Individuals with a “Not Cleared” response:
   a. Will be told to stay home and not report to work or come to campus;
   b. Will be asked to:
      (i) Contact their primary health care provider or a local health facility.
      (ii) Get a COVID-19 test as soon as possible, and no later than 36 hours
      (iii) Self-quarantine while waiting for COVID-19 test results and as long as they are experiencing symptoms; and/or until a medical professional has cleared them.

A green “cleared” screen displayed on a person’s mobile device will be required to gain access to certain spaces, such as campus dining facilities. Work supervisors, course instructors, and the Director of Student Health Services may ask to see the “cleared” screen or access a summary report showing who (on their student roster, e.g.) has
completed, and been cleared by, the Daily COVID Pass. Only the Director of Student Health (for students) will have access to the comprehensive symptom reporting database, which may only be used in the event that testing, contact tracing, quarantine, or isolation are warranted.

Compliance with use of the Daily COVID Pass is expected, and if needed, an employee’s supervisor, with the support of the Office of Human Resources, will intervene with a non-compliant employee, and the Department of Public Safety will intervene with a non-compliant student.

If employees are not able to complete the online check-in due to not having ready access to a computer, then the supervisor of each such employee will work with that employee to collect the symptom data from the employee via another method, such as on a paper-based daily log.

**Privacy and Information Security**

Responses including symptom reporting will be maintained in a confidential, secure database and may be accessed only for the limited purposes listed in this policy. The reports may be used by Kathy Jones, R.N., Director of Student Health, and the staff of Centre College Student Health Services. The records may be used only to help identify infection clusters, to assist the Boyle County Health Department in contact tracing, to direct increased cleaning and disinfection on campus, and/or to follow up with individuals. The College will comply with the standard college rules for viewing and disseminating information, as well as and FERPA and HIPAA, as applicable.

**Definitions**

- “Employees”- all faculty, staff, and students working on site in paid positions.

**References, Related Resources, or Appendices**

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Contact the Office of Sponsored Research, Academic Affairs with any questions.*