**WellTrack**

**Health Status**

* Are you feeling healthy today?
  + Yes (not impacted by COVID-19)
  + Yes (recovered from COVID-19)
  + No
    1. Sick but unlikely COVID-19
    2. Symptoms of COVID-19 or being tested
    3. Tested negative
       - When did you receive your test results?
    4. Presumptive positive
    5. Tested positive
       - When did you receive your test results?
* Have you been exposed to COVID-19?
  + Yes
    - Direct exposure to someone who tested positive or is presumptive positive
    - Exposure to someone who has symptoms of COVID-19 or is being tested
  + If Yes then add additional question
    - When were you first exposed?
  + No or not that I am aware
* Are you are in self-quarantine?
  + Yes
    - If yes, when is it expected to end?
  + No
* Is your manager aware of your status? {Janet: I am trying to figure out a way to know if there is anyone we need to reach out to proactively vs those who we already know about. I don’t want them to assume that if they enter data here they have no further action.}
  + Yes
  + No

**Work Status**

* Are you currently working (i.e., do you have work to do, and is not regular PTO)?
  + If Yes:
    - Are you teleworking?
      * Yes
      * No
    - Are you on a reduced schedule due to the pandemic?
      * If Yes:
        + Work restrictions
        + Personal circumstances due to COVID-19 pandemic
      * No
    - Are you on a shift or alternative work schedule as a result of the pandemic?
      * Yes
      * My normal schedule is a shift or alternate work schedule
      * No
  + If No:
    - My role cannot be done via telework
    - Other work restrictions
    - Personal health / circumstances due to COVID-19 pandemic

**More Information**

* Check for status updates on the Lens
* Please ensure your personal and emergency contact information is up to date in Workday
* If you are not feeling well please see a doctor immediately.
* Liked the info you had on EAP
* Please maintain regular contact with your manager.
* If you are unwell, have tested positive or had direct exposure to someone with COVID-19, please contact your manager so they can determine appropriate actions.

**Requirements:**

1. Encompasses all employees –
   * All employees have access to update the tracker
   * Final reporting includes all employees
   * I do not need contractor data
2. Not be sent to people on leave (if we can’t do this then need to add a question at the beginning of ‘I am out on short or long-term leave’)
3. Not redundant to other systems (and employees should update data into source system)
   * For instance, employees should enter contact information into Workday which then will feed AD and be available for WellTrack
   * Having conflicting data from WellTrack and WD would require downstream data reconciliation, creating more work and reducing quality of master data source
4. Accessibility via mobile preferred due to increased likelihood of capturing data
5. Able to create ELT-level corporate-wide dashboard from the data
   * Also consider how to accomplish this with a phased approach (since will be 2 databases to manage)
6. Consider how HRBP team will be able to reconcile against their known cases and if we have taken action.
7. I didn’t double-check my initial list of requirements stated in my original email so might also be something there.

**Answers the Questions:**

* How many people are healthy or sick?
* How many people were sick but now are healthy?
* How many people have been exposed?
* How many people are teleworking?
* How many people are on an alternate work schedule?

**ELT COVID-19 CASE TRACKER – Managed by HRBP team**

Active

* Tested positive
* Tested negative
* Sick/Symptoms/ Being tested
* Exposure (direct contact with sick/positive person)

Monitoring

* Exposure (2nd degree contact with sick/positive person)
* Sick but unlikely COVID
* High-risk health factors

Resolved

* Recovered but cannot work
* Recovered and able to return to work
* Death

Always been healthy (not in tracker but assumed to be everyone else)