

AVC Self-Screening Survey for COVID-19 Protocol

To further protect the health and safety of our campus community, we are implementing an online COVID-19 self-screening survey process.

Employees and students reporting to an AVC campus facility must wear face coverings, maintain 6 feet of physical distance from others and follow hygiene and handwashing guidance. Employees and students should not come to campus if they are sick and should report COVID-19 test results, symptoms, and exposure via the AVC Self-Screening Survey to Human Resources, or at contacthr@avc.edu.

Effective Monday, August 10th, 2020, all AVC employees and students who will be reporting to an AVC campus facility will be required to monitor themselves for symptoms of the Coronavirus and will be required to self-screen before beginning class or work each day. AVC Human Resources office will ensure this information remains confidential, accessible only to those with a need to know in order to address matters related to COVID-19. The information will not be maintained in personnel files.

All employees and students who report to an AVC campus facility, must monitor for symptoms and **should** complete the self-screening survey. Employees and students only need to complete the self-screening survey on days when they are at campus facilities, regardless of the reason or length of time. Employees and students solely remote, and who have no physical contact with co-workers or fellow students **may** choose to complete the survey.

All employees and students will be notified electronically daily via email and text with a link to the self-screening survey. Employees and students will go to this link to self-screen by answering a few questions about their health status. The survey may be completed on a smartphone, tablet or computer, and it should take no more than a few minutes.

Employees and students will be required to complete the survey no later than when arriving to campus before beginning work/class each day. Check with your supervisor or professor to determine how this will be handled for your area. Upon completion and submittal of the self-screening survey, the system will either clear you to be at an AVC facility or prompt you to complete follow-up questions and contact Human Resources.

More information about AVC's overall COVID-19 response can be found by visiting the [AVC Website](#). If you have questions about this communication, please contact Human Resources at contacthr@avc.edu.

Thank you for your understanding and cooperation as we introduce measures to further protect the health and safety of all members of our campus community during this very challenging time.