



COVID-19 Screening Tool

Answers to Frequently Asked Questions

Q: What is the COVID-19 screening tool and how will it be used?

A: It's a web-based tool individuals will use to self-assess COVID-19-related health risks and determine whether they should be allowed to enter Minnesota State facilities in order to mitigate the risk of transmission.

Q: How do I access the tool?

A: College- and university-specific web links and QR codes are available on each school's website and on materials available at campus entrances.

Q: Why did Minnesota State develop this tool?

A: Development of the screening tool represents one of many strategies Minnesota State and its colleges and universities are using to protect the health and safety of students, faculty, and staff as fall semester gets underway. In addition, Executive Order 20-74 requires Minnesota State to "establish policies and procedures, including health screenings, that prevent sick students or institution staff and instructors from entering the institution for in-person or on-site activities."

Q: Who is required to use the tool?

A: Everyone who plans to visit any facility within the Minnesota State system, including all students, employees, visitors, contractors, and vendors, must complete the self-assessment before they arrive each day they will be on campus or at the workplace for longer than 15 minutes. This applies to all 54 Minnesota State campuses and the system office. Students who live on campus are required to complete the assessment every morning.

Q: How does the tool work?

A: The tool will be available from the website of each college and university and MinnState.edu, and will be accessible from any device capable of interacting with a web page including most handheld devices. Users will be guided through a series of questions to identify COVID-19-related health risks. Individuals who pass the self-assessment will receive an email that reflects approval -- anyone may be asked to show this email upon entering campus or the workplace. The application will inform individuals who do not pass the self-assessment that they should not come to campus or the workplace and will display campus-specific contacts and guidance on steps to take in order to protect health and safety.

Q: What criteria does the assessment use in order to evaluate COVID-19-related health risks?

A: The assessment screens individuals who indicate they have exhibited symptoms associated with COVID-19 within the past 10 days or have been in contact with anyone with a confirmed case of COVID-19 within the past 14 days. The criteria used by the self-assessment is based on guidelines provided by the Minnesota Department of Health.

Q: What happens when an individual refuses to use the screening tool?

A: They will not be allowed on campus or into the workplace.

Q: What if an individual doesn't have access to the tool electronically or doesn't have a smart phone?

A: Individuals can use a computer and print out their results, or use a written tool once at campus.

Q: What if an individual has symptoms similar to COVID-19 due to other health issues, such as allergies or sore muscles following a workout?

A: The tool accommodates symptoms not related to COVID-19.

Q: Do guests of the campus – such as attendees at an event – need to use the tool?

A: Anyone planning to spend more than 15 minutes on campus needs to use the tool.

Q: Do individuals who are not employees of the college or university, but work for an organization that has work space on the campus need to use the tool?

A: Anyone planning to spend more than 15 minutes on campus needs to use the tool.

Q: Is there a consequence for when someone comes to class/work after “failing” the screening?

A: Employees or students who falsify inputs will be addressed through the appropriate discipline process.

Q: Will student employees still have the opportunity to get paid if they “fail” the screening?

A: If the work is able to be completed and supervised remotely, students should work remotely. If the work is not able to be completed remotely, students cannot be paid work-study wages. (Both state and federal work-study permission to pay work-study wages to students who are not working due to COVID-19 expires at the end of the 2020 summer term).

*Q: If visitors to campus hold tickets for an event, and fail the screening tool, will ticket costs be refunded?

*A: Those who cannot attend an event due to a negative screening should be compensated through existing college or university refunding practices.

*Q: Do people who will only be within outdoor facilities on a campus need to use the tool?

*A: Yes. If they will be on campus they are required to use the tool.

Q: Do employees or students who are working remotely or otherwise not planning to be on campus or at the workplace on any given day still need to use the tool?

A: Only people who will be on campus or in the workplace need to complete the tool.

Q: Do individuals who come to campus when buildings are closed (such as faculty working weekends) need to do the self-assessment?

A: Yes.

*Q: Who will have access to the data collected by the assessment?

*A: Minnesota State is committed to protecting the private data submitted through this self-evaluation tool. The Chancellor and campus leadership have designated a limited number of individuals, at the system office and on each campus, who may access to the results of the self-evaluation tool. Access is restricted to those individuals whose work assignments reasonably requires access to the data.

*Q: What will happen to the data submitted through the tool?

*A: The information submitted through the self-evaluation tool is classified as “highly restricted” by [Operating Instruction 5.23.2.1 “Data Security Classification.”](#) The detailed collection, use, and safeguarding of “highly restricted” data is outlined in [Operating Instruction 5.23.3.1 “Information Security Controls.”](#) Minnesota State has robust processes in place to maintain the confidentiality of data, as well as to prevent, control, and minimize the impacts of any security incidents.

*Q: How long will the data be kept?

*A: Minnesota State will use the data collected by this tool for the benefit of the health and safety of our students, faculty and staff. We will maintain the data as long as necessary to safeguard our students, faculty and staff and we will destroy the data when we have determined it is no longer needed. The tool does not store passwords and cannot email sensitive data. In addition, no data is stored on the device that is used to access the assessment.

Q: When will the tool be available?

A: Current plans call for colleges, universities, and the system office to make the tool available to users by Monday, August 10.