



Key points:

- Starting this week, all employees who come to a UW campus must first confirm they do not have symptoms of COVID-19.
- This confirmation will be made in Workday. Units with workers who do not have regular computer access will identify alternative methods for their employees.
- Supervisors are responsible for overseeing this system for their employees.
- Employees currently working remotely should continue to do so unless directed otherwise.

Good morning,

As a part of the University's ongoing efforts to reduce the spread of COVID-19, starting this week, **all UW employees who come to a UW campus for work — whether for a full day or just to pick up work-related materials — must complete a new, daily Working On-Site COVID-19 Symptom Attestation.** Any UW employee reporting to work on-site will be required to complete the attestation at the start of their work day to confirm they *do not* have COVID-19 related symptoms.

**You can find the Working On-Site COVID-19 Symptom Attestation on the Welcome page when you log in to [Workday](#).** Please review the [COVID-19 symptom attestation policy for academic personnel](#) and the [COVID-19 employee symptom attestation for staff, student workers and others who work on-site at UW](#) (contingent workers, stipend, etc.). [Seven translated versions](#) of the attestation language and policy are also available for staff.

**You do not need to complete the attestation if you are teleworking.** Employees currently teleworking must continue to do so unless otherwise notified by their supervisor.

As a reminder, **Washington State regulations and University policy require sick employees stay home and that employees who become ill or symptomatic while on-site go home.** If you are concerned you have COVID-19 or have tested positive for COVID-19, you need to contact your appropriate [Employee Health Center](#) for contact tracing, and, if necessary, connection to testing and employee support. Employee Health Centers adhere to all appropriate patient and student privacy protocols.

Using Workday ensures the safety and security of employee information and allows the University to ensure compliance with federal, state and local public health guidance as attestation requirements evolve and change. All units, including those with active,

“homegrown” systems, must begin using the Workday attestation function **by the end of the week** with the following exceptions:

- UW Medicine has an existing, mandatory attestation for clinical employees. This attestation will continue, and UW Medicine will provide specific guidance on attestation requirements to their clinical community as appropriate.
- For units with other clinical employees, or employees who may not have computer or phone access, they have until the end of the week to transition and identify an appropriate solution. Units may use a paper attestation as an alternative solution as long as social distancing guidelines are followed and there is a method to ensure supervisor review.

**Supervisors:** Supervisors play an important role in both reminding on-site employees to complete the daily attestation and monitoring attestation results. It is the supervisor’s responsibility to:

- Remind any direct reports scheduled to work on-site that they need to complete the attestation at the start of each work day.
- Review the Daily Attestation Report, which displays each person in your supervisory organization who has completed the daily Working On-Site Symptom Attestation.
- Contact employees who didn’t complete the attestation and ask them to do so in order to remain on-site.
- For employees who cannot attest to not having symptoms, are worried they may have COVID-19, or who refuse to attest, please review the attestation policies for guidance applicable to the employee type.

The daily Working On-Site COVID-19 Symptom Attestation is an important step in ensuring the safety and health of the UW campus and community. If and when you feel sick, remember to follow the guidance in the FAQ [What to do if I feel sick?](#) on the University’s Novel Coronavirus & COVID-19 webpage.

Thank you for your assistance in our collective effort to protect the health and safety of every member of our community.

Stay well,

Cheryl Cameron  
Vice Provost for Academic Personnel

Mindy Kornberg, JD  
Vice President for UW Human Resources

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This email was sent to [wanjiku@uw.edu](mailto:wanjiku@uw.edu)