

JCPS Employee Sign In during COVID 19

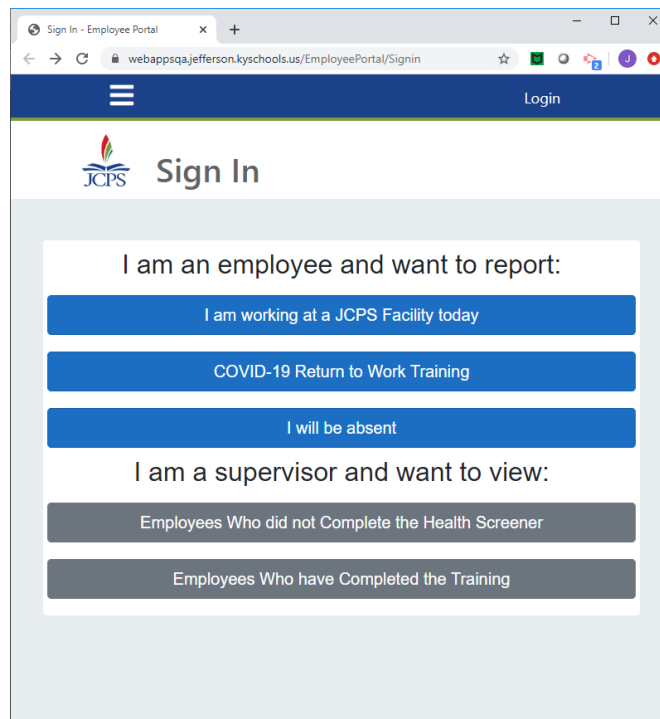
During the current pandemic, we are required to have everyone complete a health screener who is returning to a physical work location within JCPS. For those who may be working remotely, you are required to complete a form indicating you are working remotely. This new system has been developed to assist you completing the information.

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Getting Started

To get started, please click the Employee Sign In link <http://jcps.me/employeesignin>. You may access this site from your smart device (e.g., phone, tablet) or your work computer. It is recommended that you store this link in your smart device calendar or your Outlook calendar and set a reminder each day you report to work. **It MUST be completed DAILY** on your work days.



Once you go to the site, you may be required to enter your JCPS account login information. All JCPS employees have account login information.

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COVID-19 Return to Work Training

All employees are required to complete the COVID-19 Return to Work Training prior to reporting to work. This is about a five (5) minute video training. After you complete the video, you must select your supervisor by clicking the Select Supervisor button, and click in the Search box. Start typing the last name and your supervisor should appear in the list. Click on your supervisor's name. You will be taken back to the Health Screener and your supervisor will be listed with your other employee information. Then select the



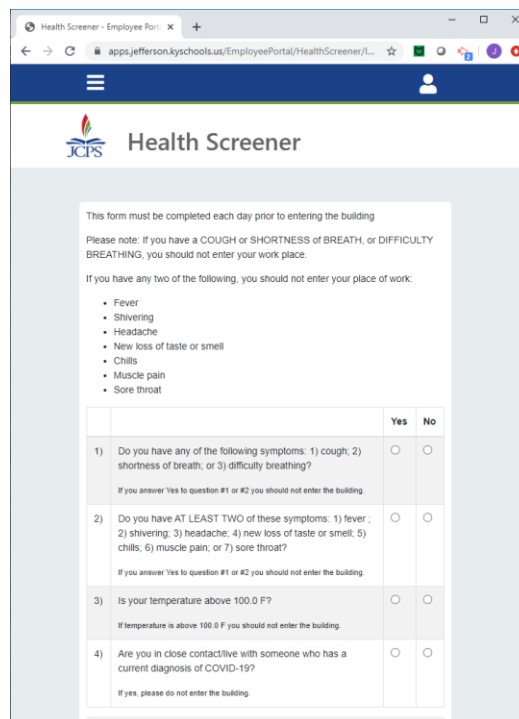
button.

Working at JCPS Facility

If you are physically reporting to a JCPS facility, select the



item. This will take you to the new Health Screener to complete. Please read the information and answer the four questions.



Health Screener - Employee Portal

apps.jefferson.kyschools.us/EmployeePortal/HealthScreener/...

Health Screener

This form must be completed each day prior to entering the building

Please note: If you have a COUGH or SHORTNESS OF BREATH, or DIFFICULTY BREATHING, you should not enter your work place.

If you have any two of the following, you should not enter your place of work:

- Fever
- Shivering
- Headache
- New loss of taste or smell
- Chills
- Muscle pain
- Sore throat

	Yes	No
1) Do you have any of the following symptoms: 1) cough; 2) shortness of breath; or 3) difficulty breathing? <small>If you answer Yes to question #1 or #2 you should not enter the building.</small>	<input type="radio"/>	<input type="radio"/>
2) Do you have AT LEAST TWO of these symptoms: 1) fever; 2) shivering; 3) headache; 4) new loss of taste or smell; 5) chills; 6) muscle pain; or 7) sore throat? <small>If you answer Yes to question #1 or #2 you should not enter the building.</small>	<input type="radio"/>	<input type="radio"/>
3) Is your temperature above 100.0 F? <small>If temperature is above 100.0 F you should not enter the building.</small>	<input type="radio"/>	<input type="radio"/>
4) Are you in close contact with someone who has a current diagnosis of COVID-19? <small>If yes, please do not enter the building.</small>	<input type="radio"/>	<input type="radio"/>

The first time you go to this site, you need to select your supervisor. Click the Select Supervisor button, and click in the Search box. Start typing the last name and your supervisor should appear in the list. Click

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on your supervisor's name. You will be taken back to the Health Screener and your supervisor will be listed with your other employee information.

Health Screening For

Employee Number 111111

Name Employee Name

Email employeename@jefferson.kyschools.us

Supervisor

Screen Date 6/29/2020

Click Submit. You will be asked to confirm your information with one of the two response shown below.

Employee Health Screener Agreement

By clicking "Agree", you are stating that you have answered the questions truthfully and to the best of your knowledge, that you have read the return to work guidelines ([Click Here](#) to view the guidelines), and you have washed your hands or used alcohol-based hand sanitizer (at least 60% alcohol) upon entry to the building

Do Not Enter Building

You have answered "Yes" to one of the questions on this health screener, indicating you may have symptoms of a contagious illness and should not enter the building. By clicking "Agree", a case will be created with a Jefferson County Public School nurse who will contact you with further information.

You may use the Go Back button if you discover that you gave an incorrect response.

Absent from Work

If you are unable to report to work, you are asked to click the

button. Please note that you must follow all JCPS absent from work policies and procedures. This form does not replace any JCPS policies and procedures for absences.

Select the date(s) of your absence(s) and click Submit.

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In addition to submitting your absence on this form, you must follow normal JCPS policies and procedures to report any absences to your supervisor. This form does not replace those policies and procedures.

Employee Number 111111

Name Employee Name

Email employeename@jefferson.kyschools.us

Begin Date of Absence 06/29/2020

End Date of Absence 06/29/2020

Submit

Supervisor Reports

There are two supervisor reports: 1) Employees Who did not Complete the Health Screener; and 2) Employees Who have Completed the Training. These reports are design so that you may follow up with your staff to ensure safety for all.

Employees Who did not Complete the Health Screener

Employees Who have Completed the Training

Once you select the report you want, simply enter the required information for searching.