BOZEMAN HEALTH

Self-Screen for Speedy Entry!

Starting February 10, 2021, Bozeman Health Employees **who are using the Loading Dock entrance** can streamline their entry to our facilities by self-screening before they arrive! By simply answering a few quick questions, you'll get a response indicating your eligibility to enter. Just show the approval response as you walk in the door!

What do I need?

A Thermometer	**Your smart phone**	**Smartsheet App**
Take your temperature daily and enter it into the entrance screening questions.		Install "Smartsheet" from the Google Play store or Apple App Store.

What is my login for Smartsheet?

1. **If you already have a Smartsheet account** that uses your *@bozemanhealth.org* e-mail address, skip steps 2–6 and move on to "How do I get started?" below.

2. Look for an e-mail on February 9, 2021 with the following subject line:
    "[EXTERNAL] You're invited to join Bozeman Health's Smartsheet account".
    > If you don't receive this e-mail, please reach out to
    > Kory Sutherland at ksutherland@bozemanhealth.org or x1839 / (406) 414-1839

3. Click the blue **Accept** button link in the e-mail.

4. Set a password of your choice (at least 10 characters) and checkmark the "I agree…" box, then click the blue **Continue** button.

5. Close the web browser window.

6. You can now use your *@bozemanhealth.org* e-mail address and the password you set to login on the Smartsheet app.
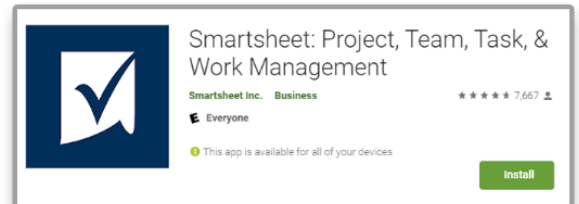
How do I get started?

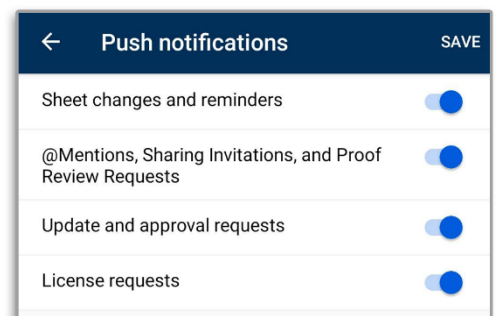1. On your smartphone, open the App Store (Apple) or Play Store (Android).

Android 'Play Store' icon

Apple 'App Store' icon

Smartsheet: Teams & Projects [4+]
Manage Tasks & Work in Sheets
Smartsheet Inc.
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Smartsheet: Project, Team, Task, & Work Management
Smartsheet Inc.   Business   ★★★★★ 7,667
Everyone
This app is available for all of your devices
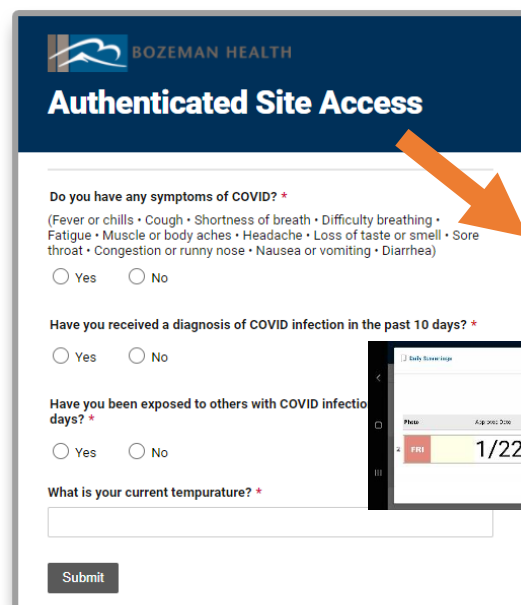
Install

2. Search for "Smartsheet" and locate the app.
   - On Android, click "Install" to install
   - On Apple, click "Get" to install

3. Once completed, open the Smartsheet app from your home screen or icon drawer.

4. On the initial screen, tap "I already have an account", then enter your *@bozemanhealth.org* e-mail address at the top, and then the Smartsheet password you set for yourself. Then tap the "Continue" button.

✔ smartsheet

▒▒▒▒▒▒@bozemanhealth.org

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CONTINUE

5. If prompted for Notifications, accept all.

6. Smartsheet app will keep you logged in, and you'll be able to quickly receive results from your daily screening.

← **Push notifications**   **SAVE**

Sheet changes and reminders

@Mentions, Sharing Invitations, and Proof Review Requests

Update and approval requests

License requests

How does it work?

1. Go to https://screen.bozemanhealth.org/ on your device each day <u>before</u> you arrive.

2. **TIP:** After doing this for the first time, the **Entrance Self-Screening** form will become available to you inside the Smartsheet app, and you can then just go there each day to complete the questions.

3. Answer the three self-screening questions and enter your temperature (in Fahrenheit).

4. Receive your response within a few minutes.

5. Show your approval response as you walk in the door. **TIP:** Tap on **Expand** to display a large version for the door screener.

BOZEMAN HEALTH
Authenticated Site Access

Do you have any symptoms of COVID? *
(Fever or chills • Cough • Shortness of breath • Difficulty breathing • Fatigue • Muscle or body aches • Headache • Loss of taste or smell • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea)
○ Yes   ○ No

Have you received a diagnosis of COVID infection in the past 10 days? *
○ Yes   ○ No

Have you been exposed to others with COVID infectio days? *
○ Yes   ○ No

What is your current tempurature? *
[_____]

Submit

Daily Screenings
Photo   Approval Date   Title
FRI   1/22/21   Deacon...

What happens if I'm not approved?

Should you not be approved, your phone will notify you that you're not eligible to come to work for the day, and automatically notify your manager/supervisor via e-mail. Even so, you are strongly encouraged to communicate with your manager/supervisor personally to inform them, and also reach out to Employee Health at **406-414-5566.**

Does this work at all entrances?

This program is currently in the pilot stage, and so is only for the Loading Dock entrance. At all other entrances, please continue to follow standard entrance screening procedures.

Does the Smartsheet app affect my privacy?

The app is not used by Bozeman Health to track or collect private data.