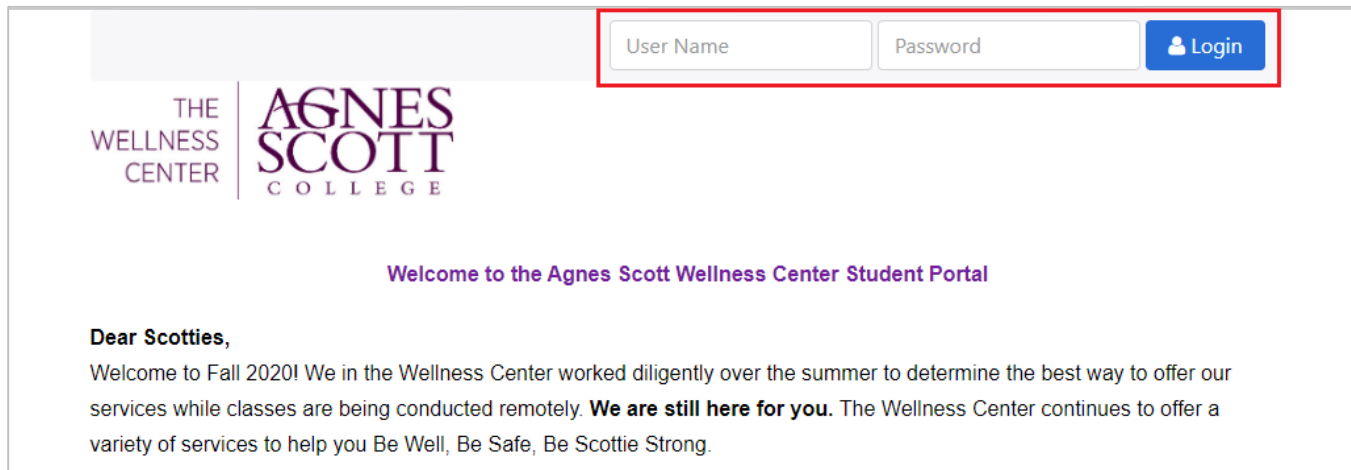


AGNES SCOTT EMPLOYEE INSTRUCTIONS FOR SYMPTOMS TRACKING

Follow the steps below to complete your Symptoms Tracker.

- Access the Patient Portal at <https://agnesscott.medicatconnect.com/>
- Enter your Agnes Scott username and password. Click Login.



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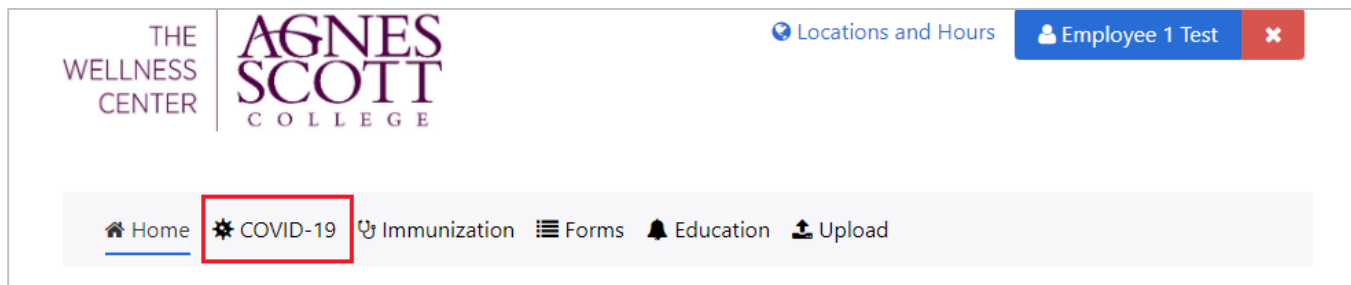
User Name Password Login

Welcome to the Agnes Scott Wellness Center Student Portal

Dear Scotties,

Welcome to Fall 2020! We in the Wellness Center worked diligently over the summer to determine the best way to offer our services while classes are being conducted remotely. **We are still here for you.** The Wellness Center continues to offer a variety of services to help you Be Well, Be Safe, Be Scottie Strong.

- Click the COVID-19 button.

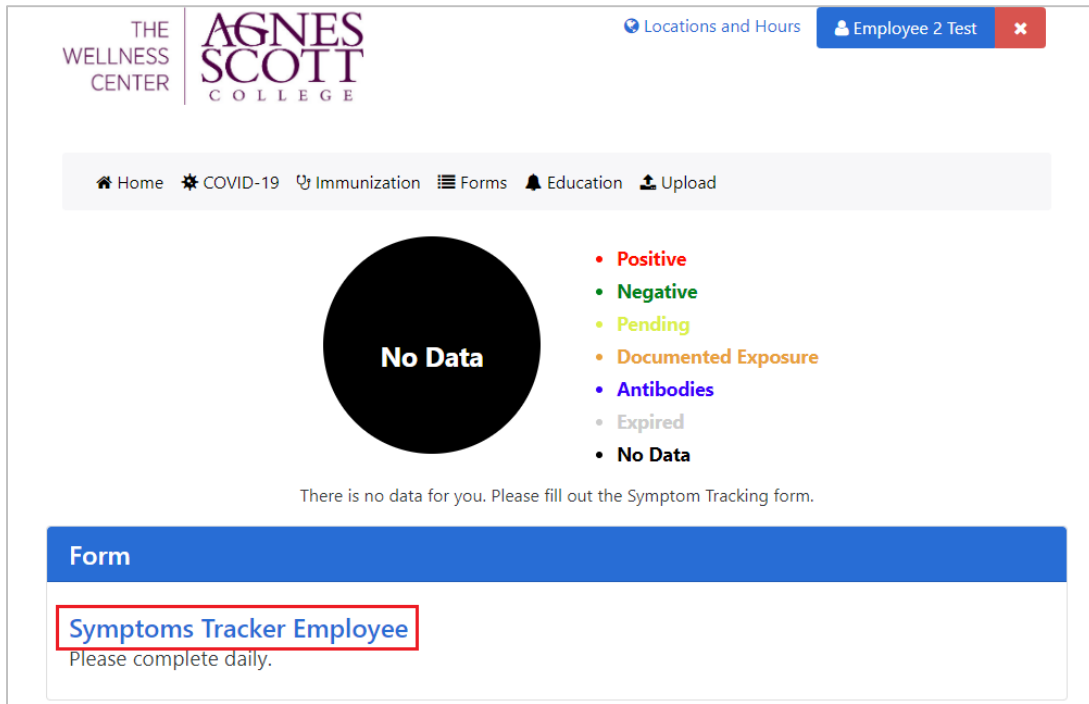


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Locations and Hours Employee 1 Test

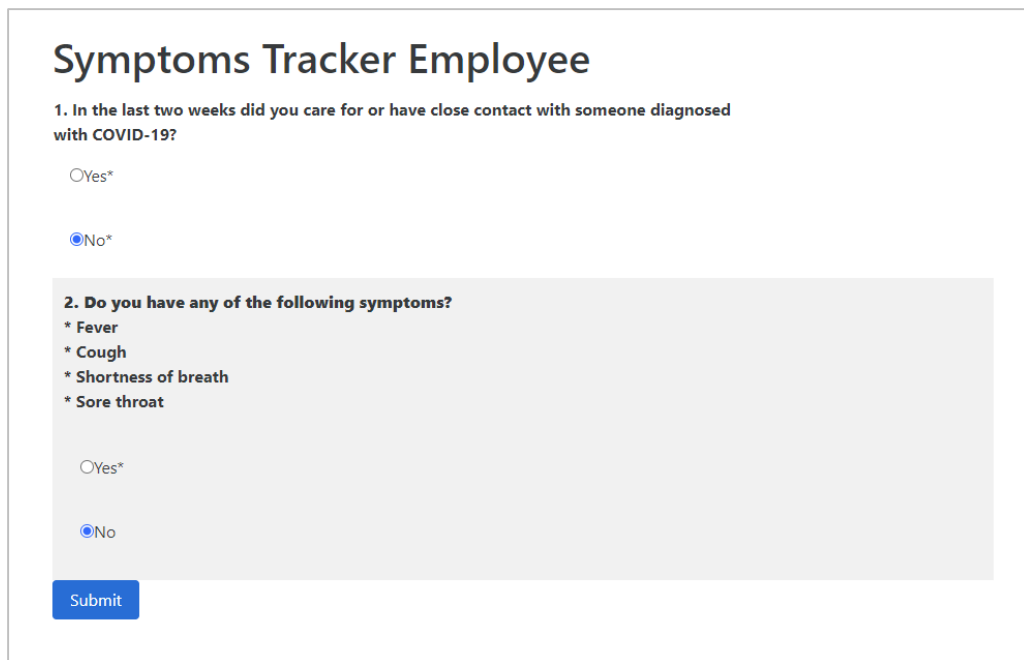
Home COVID-19 Immunization Forms Education Upload

- Your COVID-19 Status will appear at the top of the page, indicated by the colored circle.
- Select the Symptoms Tracker Employee form.



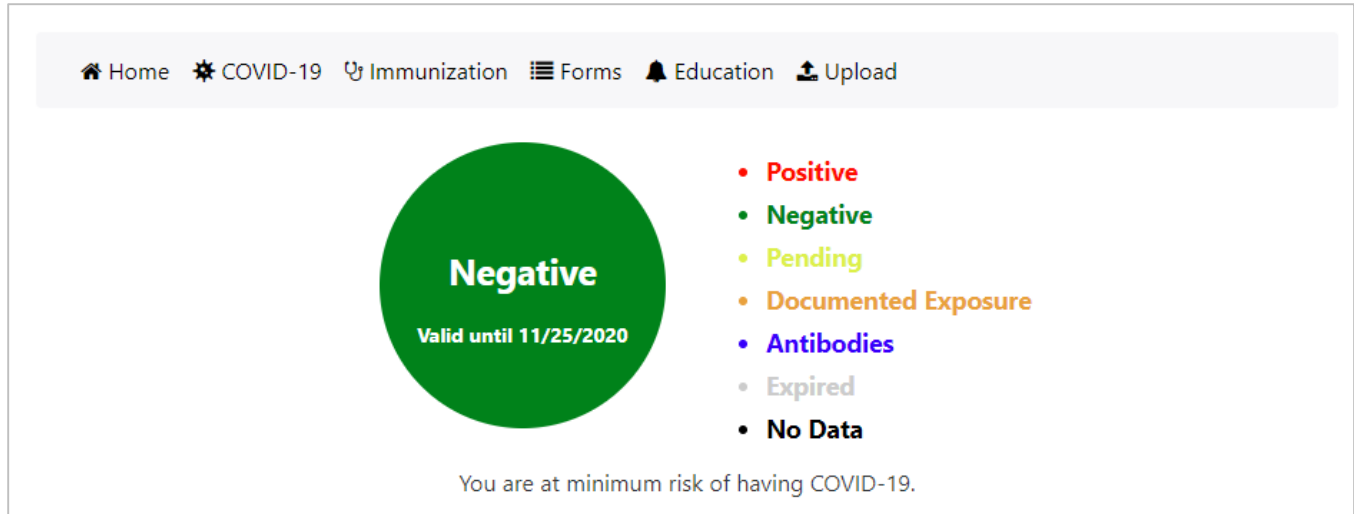
The screenshot shows the Agnes Scott College Wellness Center dashboard. At the top left is the logo for 'THE WELLNESS CENTER' and 'AGNES SCOTT COLLEGE'. On the top right, there are links for 'Locations and Hours' and a user profile for 'Employee 2 Test'. A navigation bar contains links for 'Home', 'COVID-19', 'Immunization', 'Forms', 'Education', and 'Upload'. The main content area features a large black circle with the text 'No Data' and a legend with the following items: Positive (red dot), Negative (green dot), Pending (yellow dot), Documented Exposure (orange dot), Antibodies (blue dot), Expired (grey dot), and No Data (black dot). Below this, a message states: 'There is no data for you. Please fill out the Symptom Tracking form.' A blue bar labeled 'Form' is visible, and below it, a red-bordered box contains the text 'Symptoms Tracker Employee' and 'Please complete daily.'

- Answer each question and select Submit.



The screenshot shows the 'Symptoms Tracker Employee' form. The title is 'Symptoms Tracker Employee'. The first question is '1. In the last two weeks did you care for or have close contact with someone diagnosed with COVID-19?'. It has two radio button options: 'Yes*' (unselected) and 'No*' (selected). The second question is '2. Do you have any of the following symptoms?'. It lists four symptoms: '* Fever', '* Cough', '* Shortness of breath', and '* Sore throat'. It has two radio button options: 'Yes*' (unselected) and 'No' (selected). At the bottom left of the form is a blue 'Submit' button.

- Your COVID-19 Status will update based on responses to the Symptoms Tracker Form.



Home COVID-19 Immunization Forms Education Upload

Negative
Valid until 11/25/2020

- Positive
- Negative
- Pending
- Documented Exposure
- Antibodies
- Expired
- No Data

You are at minimum risk of having COVID-19.

What you should do based on your status:

- If your status is **Negative** (Green), you may return to campus for the day. Be sure to complete the Symptoms Tracker each day before coming to campus.
- If your status is **Expired** (Gray) or **No Data** (Black), please complete the Symptoms Tracker form to update your COVID-19 Status.
- If your status is **Positive** (Red), please stay home and not return to work until you have clearance from your health care provider (see below).
- If your status is **Documented Exposure** (Orange), please follow the guidance of your health care provider (see below).

For the safety of others, Agnes Scott employees who exhibit symptoms, test positive for COVID-19 or believe they have been exposed (spending at least 15 minutes sustained time within six feet of a person with COVID-19) should follow the guidance of their health care provider and local public health department regarding treatment and self-isolation. These employees should notify their supervisor and not return to campus until they have clearance from a health care provider. Documentation should be submitted to the Office of People and Culture. Employees should also complete the [Employee COVID-19 Self-Report Form](#), for contact tracing purposes.

Simple Steps to Logging Into Medicat Symptoms Tracker From Your Phone:

- Go to your internet browser on your phone and search, “Agnes Scott Medicat”
- Click on, “Student Portal”
- Log into the portal with your ID and password
- You will see 3 vertical lines in the middle of the page
 - Click on those lines
 - Click on COVID-19
 - Fill out the form and submit