

Employee Health Screening Application

Introduction:

Employees returning to work at many organizations are now required to complete a self-check health screening or survey before reporting to work in person each day. As an alternative to completing a paper form it was determined a mobile application would provide a user- friendly way to complete the self-check daily. Using SharePoint Lists and Power Apps which are included with most Microsoft 365 licensing plans a mobile app can be created with no additional costs or licensing. This survey app is a canvas app which allows you to build an app without the need to use C# coding and record the data in a SharePoint list.

Requirements:

To implement the mobile application, you must first verify your organization has licensing that includes the use of SharePoint Online and Power Apps by Microsoft. All mobile devices that will be used to access it will need the "Power Apps" app installed which is available for free from the Google Play store and Apple App store. This may require special procedures or approvals based on your organizations mobile device policy. The instructions below assume you already have some knowledge of SharePoint which will include creating a SharePoint site, creating a list within a site, setting permissions for the site, etc. You will also need to have a basic understanding of Power Apps and how to navigate the user interface. There are many resources available for free that provide excellent tutorials to assist with learning the aspects of SharePoint required to build this application as well as Power Apps. This is a high-level overview of how to build a similar health reporting app.

Procedure:

1. Create a SharePoint Online site.
2. Create a List within the SharePoint site.
3. Create columns within your list based on the questions your organization's survey will be asking. Each column will by default be represented within the power app when created. Each question or field requiring user interaction will require a column in the SharePoint list. Examples – (Employee Name, Date, Supervisor, Your Current Temperature, please select any symptoms that apply to you).
4. Format the columns based on the type of data that will be entered. Some columns will require free text, other will be a drop-down list, again dependent upon your organization's survey questions and format.
5. Now it is time to create the Power App and link it to the SharePoint list. Login to your organization's Power App portal.
6. Create a new app choosing SharePoint as your data source.
7. Connect your SharePoint site by entering the full URL of the list you created in previous steps.
8. Once connected you now can customize your app. By default, the app already includes all the columns that were created in the SharePoint list. You will need to tweak these as needed in your app. The most important areas to focus on are the Edit Screen 1 and Edit Form 1 area of the tree view. This is where you can make changes to the app as built from the list. You can change the

order of fields, change text wrapping, and make any other changes to the look and feel of the app.

Below are screen captures of Calhoun County's app as built. If you would like more information or assistance beyond these instructions please contact Michael Munn at mmunn@calhouncountymi.gov

Employee Health Screening



Calhoun County Human Resources:
315 W. Green St., Marshall, MI 49068
Phone: (269) 781-0992

Calhoun County Public Health Department:
190 E Michigan Ave., Battle Creek, MI 49014
Phone: (269) 969-6370

This self-screening tool must be answered before the start of EVERY work day that you are coming into the office. Please click the icon below to begin your required health screening prior to reporting to work. Please answer all questions and then submit by pressing the submit survey icon on the next screen.



Employee Health Survey All Employees

* Employee Name

* Supervisor

* Date
12/31/2001

Current Temperature

In the past 24 hours, have you experienced (select all that apply):

If you selected any of the above options it is considered a suspected case of COVID-19. Select exposed to a COVID-19 person if: An immediate family member has tested positive for or exhibited symptoms of COVID-19; or you were notified by a public health official that you were in close contact with someone testing positive for COVID-19.

Do you have any two of the following



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If an employee believes that they qualify as a Suspected Case (as described in the survey), the employee should stay home and must:

- Immediately notify supervisor and/or Human Resources COVID-19 coordinator;
- Follow guidance from the Public Health Department, such as self-quarantine for 14 days;
- Seek immediate medical care and be tested.

Please click the check mark below to close this window. Thank You for completing the screening.

