Covid-19 Pre-Screening App

Purpose

The purpose of the **Covid-19 Pre-Screening App** is to provide staff and students with the functionality to do their daily Covid-19 pre-screening before accessing the campus.

- As from 15 June 2020, staff/students must do the screening every day (on the day) that they want to enter the campus.
- Only one submission per day is required (irrespective of how many times the staff member/student access the campus).
- It is strongly advised that staff/students do their submission on the **Covid-19 Pre-Screening App** even before they get to the campus in order to prevent unnecessary queuing at the gate.
- Security staff members will be available to do an "on-behalf-of" only for staff/students that do not have access to the **Covid-19 Pre-Screening App**
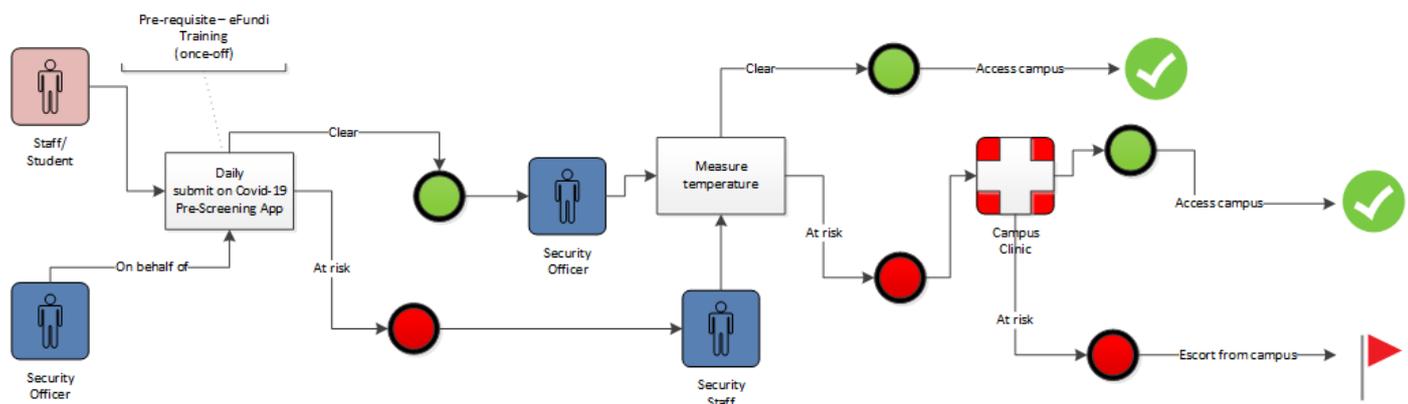
Pre-requisite:

- Staff/students must have completed the Covid-19 Awareness Training on eFundi with a 100% pass rate on the associated test. Failure to do so will prevent the staff/student from submitting the **Covid-19 Pre-Screening App**
- The Covid-19 Awareness e-Training need to be completed once only.

Note: Only the access cards of staff/students that are permitted access to the campus will be opened – all other access cards will be blocked. Only staff/students who are permitted access to the campus will be able to submit on the **Covid-19 Pre-Screening App**

The process

The following flow diagram provides an overview of the process.

Steps to follow for staff/students

1. Log into the **Covid-19 Pre-Screening App** (available from the DIY Services Portal) and read the disclaimer.
2. When clicking on the "I understand and agree to these terms" check box, you will then be navigated to the screen with the Covid-19 pre-screening questions.

3. The **Covid-19 Pre-Screening App** will then display that the Covid-19 Awareness Training on eFundi has been passed as well as whether your access card has been blocked (please keep in mind that only if you are permitted to access the campus, your access card would have been activated).
4. You can then select your campus.
5. The questions (yes/no) must then be answered by clicking on the appropriate radio button.
6. After reading the consent, click on "Submit".
7. An email and an sms will then be sent to you containing a "token" based on your pre-screening answers. The token will either be red or green.
8. You will then have to present the email/sms (containing the token for that day) to the security officer at the gate.
9. The security officer will then measure your temperature, and - depending on the outcome – either allow you access to the campus, or escort you to the campus clinic.
10. If you are escorted to the campus clinic, they will after having examed you, again issue a "token" depending on the outcome. This "token" issued by the campus clinic will then over-ride the "token" that you received after your first submission on the **Covid-19 Pre-Screening App**
11. Should the campus clinic issue you with a red "token" an,
    a. Email will be sent to Security Services requesting that your access card must be blocked.
    b. Email will be sent to your supervisor (in the case of an employee) or the director for Student Life (in the case of a student) to communicate that you have been issued with a red "token" by the campus clinic.
    c. Email and an sms will be also be send to you informing you that you are now blocked from the campus. You will not be allowed to do another submission on the **Covid-19 Pre-Screening App** until the block has been removed by the campus clinic. A follow-up visit must therefore be arranged with the clinic in order to allow you to access the campus again.

Need help?

The **Covid-19 Pre-Screening App** is available from the DIY Services Portal. Open the browser and navigate to http://www.nwu.ac.za. Click on the "DIY Services" link in the page footer.

Sign in with your NWU number and network password. Click on the "New", "Undergraduate", "Postgraduate Student", or "Staff" link at the top of the page, just below the page header. Click on the **Covid-19 Pre-Screening App** icon.

To sign out, click on the "Logout" button in the page header.

For help regarding the **Covid-19 Pre-Screening App,** log an IT-Help ticket.