

Dear Colleagues,

As we continue to see rising volumes of COVID-19 cases in our community, we need to remain vigilant regarding potential transmission.

To ensure that we continue to take steps to protect our patients and each other, we will be converting from the current voluntary system of symptom reporting to **mandatory enrollment and daily completion** in our electronic symptom tracking tool (also referred to as the Qualtrics Survey). **This requirement will begin on Monday, July 13 at 6 am for all UCLA Health locations for all UCLA Health staff, faculty, and trainees.**

If you have not already enrolled, please click on the following link [Symptom Tracking Survey Tool](https://uclahs.az1.qualtrics.com/jfe/form/SV_b1Js2HsqqgM5v6t) (or go to the following website [https://uclahs.az1.qualtrics.com/jfe/form/SV\\_b1Js2HsqqgM5v6t](https://uclahs.az1.qualtrics.com/jfe/form/SV_b1Js2HsqqgM5v6t)) and enter your University ID number (found adjacent to the picture on your university ID badge) to get started. Once enrolled, workforce members will be sent a daily survey to fill out via email and/or text message. If you are cleared to report to work based on the survey, then please proceed to your site location. When you arrive at the building entrance you will be required to scan your ID badge at the card reader or show the electronic certificate on your phone or show a printed paper copy of the certificate to the entry screener (or supervisor in non-clinical locations without screeners) to be allowed access.

If you develop any of the known symptoms for COVID-19, you will be instructed to call our Infection Prevention hotline at 310-267-3300 for further instructions and possible testing.

Note that while the primary focus is workforce members working on-site, all workforce members will eventually be returning to the worksite and/or may be reassigned/redeployed. As such, **all UCLA Health workforce members must enroll and complete this survey, even those who are currently telecommuting.** This allows for early detection and ensures workforce members are symptom-free upon returning to work.

I greatly appreciate your commitment to ensure that we maintain a safe environment for our patients and each other. Our collective efforts will help to reduce transmission of the virus.

Sincerely,

Johnese Spisso, MPA  
President, UCLA Health  
CEO, UCLA Hospital System