

# Recording of Daily Time Spent Pre-Screening Potential COVID-19 Symptoms (US Non-Exempt Employees Only)

As with all time worked, Non-Exempt (hourly) employees must record all minutes spent pre-screening for COVID-19 symptoms, as required. This includes a daily temperature check and use of the ProtectWell™ App or another UHG approved symptom screening method.

Employees are accountable for following all time reporting requirements, generally, and should adhere to the additional process below to ensure the safety of all UnitedHealth Group employees, their families, and the community during the COVID-19 pandemic. This policy and process is effective for as long as symptom pre-screening is required. The Company reserves the right to update or modify the process in the future as needed.

Have questions about entering time? Review the below resources:

- [Entering Time for Nonexempt Employees Reference Guide](#)
- [Entering Time for Nonexempt California Employees Reference Guide](#)

## Recording Pre-screening Time

While it typically will not take more than a minute or two for an employee to take their own temperature and answer the required pre-screening symptom questions, it is important that employees enter actual time spent accurately to ensure receipt of full, appropriate pay. Further, employees are strongly encouraged to record their time each day to ensure accuracy of time entry.

Anyone entering a UHG worksite must be cleared by ProtectWell™ or other UHG approved screening method. **In order to accurately report pre-screening time, non-exempt employees should:**

- Take their temperature each day and complete the pre-screening questions via the ProtectWell™ App, other UHG approved App, IVR or other approved mechanism prior to entering a worksite.
- Record time for the actual number of minutes spent on this process each day.

To ensure accurate time reporting, it is strongly recommended that employees complete the prescreening process upon arrival at, but prior to entering, the worksite. **An employee who feels unwell should take their temperature and screen for any symptoms *before* commuting to the worksite. If the employee is experiencing symptoms or is directed to not report to their worksite by a pre-approved symptom screener (i.e. ProtectWell™ or other UHG approved screening method), the employee should stay home. After contacting their primary care provider, the employee should contact their manager and HRdirect to understand next steps, including how to report their time.**

If the employee's start time or end time deviates from their normally scheduled work hours, the employee must confirm meal break and shift end time with their manager. Any minutes worked in addition to the employee's regular schedule may be considered overtime and require manager approval.

## **EXAMPLES**

### **Example A: Non-exempt Employee Travels to Worksite, Conducts Symptom Pre-Screening Immediately Prior to Entering Worksite, and is Cleared for Work:**

- Employee arrives at the worksite and completes symptom pre-screening (temperature check and ProtectWell™ App) and is cleared to report to the worksite; it takes the employee 2 minutes to complete the process. The employee's workday begins at the time they begin symptom pre-screening.
- Employee reports to their designated work area and logs into Global Self Service (GSS). Employee enters their start time (IN entry) as the time the employee started the pre-screening process.
- Employee records OUT and IN times for meal period(s) per normal process. (California Non-exempt employees should refer to the [California Meal Periods and Rest Breaks](#) policy for more details)
- Employee ends shift per the shift schedule approved by the manager and records the OUT time in GSS Time and Attendance.

### **Example B: Non-exempt Employee Conducts Symptom Pre-Screening at Home and is Cleared for Work. Employee Travels to Worksite and Begins Workday:**

- Employee takes 2 minutes to complete symptom screening (temperature check and ProtectWell™ App) before beginning commute to the worksite and is cleared for work.
- Employee enters the worksite, reports to their designated work area and begins work at 8:00am. Employee logs into GSS Time and Attendance and enters: (1) the 2 minutes of time it took to complete the pre-screening process (e.g. IN 7:30am / OUT 7:32am) and (2) the start of the employee's normal workday (e.g., IN 8:00am). *Note: Prescreening time must be entered into GSS as soon as possible after arriving at the worksite.*
- Employee records OUT and IN times for meal period(s) per normal process. (California non-exempt employees should review the [California Meal Periods and Rest Breaks](#) policy for more details)
- Employee ends shift per the shift schedule approved by the manager and records the OUT time in GSS Time and Attendance.

### **Example C: Non-exempt Employee Travels to Worksite, Conducts Symptom Pre-Screening Immediately Prior to Entering Worksite, and is NOT Cleared to Work by Approved Symptom Checker and/or by Registering a Temperature Above 100.4° F:**

- **Employee should not enter the worksite.** Employee should go home and: (1) contact their primary care provider, (2) contact their manager, and (3) follow normal callout procedure, if applicable. If the

employee's role can be performed at home, the employee should notify their manager and/or WFM that they feel well enough to work at home.

- Next, the employee must contact [HRdirect](#) to understand next steps, including how to report time worked.
- If the employee works at home, all time worked including pre-screening time should be recorded in GSS Time and Attendance using regular pay codes. Meal breaks must also be recorded in GSS Time and Attendance as normally required. Travel time from work to home is not considered hours worked.