

COVID-19 SAIC Health Screening App User Guide



This guide is for use of the SAIC Health Screening Application. This self-assessment application is our way of proactively helping to keep each other and our loved ones healthy and safe before entering a facility. In accordance with SAIC’s Code of Conduct, we expect entrants to answer the application questions truthfully. The SAIC implementation of the Health Screening App is for all employees and visitors.

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1.0 Background

Businesses must continue to operate despite the global reach of COVID-19. In order to maintain a healthy work environment, SAIC will continue to closely monitor all matters that involve the coronavirus (COVID-19). There remains potential for the virus to spread in personnel at SAIC workplaces. To help protect you and the company, SAIC is implementing a health screening process for all personnel entering SAIC facilities. As an employer, SAIC has a legal duty to ensure that our workers do not present a danger to the organization or its clients, and to prevent and reduce transmission among employees. SAIC has developed the SAIC Health Screening App to aid in the screening process.

The SAIC Health Screening App is hosted on the Internet for quick access. Employees are expected to self-report their health status once per day before entering any SAIC facility. You do not have to report if working remote all day. If you intend to visit more than one site, enter information for the facility you plan to spend most of your time in.

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This screening is not a medical diagnosis of COVID-19. Results are solely to determine whether you may enter the worksite. This screening is especially critical if you have tested positive, are awaiting test results, or have been directed to quarantine by a local health official. Understand that your compliance will have a direct impact on reducing community spread and keeping us all healthy and safe.

No individually identifiable information is input or otherwise captured within this application. The response you enter will be aggregated to provide SAIC with location-specific statistical information in order to better protect our staff and visitors. SAIC is following all legal requirements to protect your personal privacy. Information shared by you will be tightly controlled and restricted to a small working group tasked with coordinating SAIC's response to COVID-19.

Information shared through this application cannot be used to discriminate against anyone based on their national origin or health status. SAIC enforces strict policies prohibiting retribution against individuals sharing information through this or other appropriate channels.

Finally, please note that people may have COVID-19 and not know it, which can infect others even if they have no symptoms (asymptomatic). It is important for everyone at an SAIC workplace to practice physical distancing, wear a face covering as directed, and practice healthy hand hygiene even if they do not feel sick or have a known exposure.

DISCLAIMER: The SAIC Health Screening App does not provide medical advice or connect employees directly to a health care provider. The Health Screening App relies on the information provided by the user which SAIC does not independently verify. In no event shall SAIC be liable related to or arising out of use of the information presented or contained herein. While SAIC attempts to use the most up-to-date information in formulating the App, medical information changes frequently and some information may be out of date. If you have questions about the information contained in or made available through this Health Screening App, please contact your manager or a health care professional. No physician-patient relationship is created by use of this Health Screening App.

2.0 Health Screening

All employees and internal contractors will be expected to use the SAIC Health Screening App to report your health status before entering any SAIC facility. Do this once per day within a couple hours prior to entry. If you intend to visit more than one site, enter information for the facility you plan to spend most of your time in.

If you are working remote all day you do not need to utilize the Health Screening App, thus you are exempt from this obligation.

SAIC employees entering customer sites do not have to use the SAIC Health Screening App unless directed by their manager to do so. While customer sites often have their own health screening process, it may be prudent for SAIC to know our employees are healthy before entering a particular location.

Screening consists of opening a form that asks a series of Centers for Disease Control (CDC) recommended screening questions. These are similar to questions posted on the entrances to SAIC facilities and many other commercial establishments.

Based on your self-reported response, you will either be approved to enter a facility or denied entry.

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As previously mentioned, no personal data is collected and your responses are private and tightly restricted to a small team of key stakeholders.

3.0. Access

The SAIC Health Screening App is hosted on the SAIC Internet for quick access. The app is available on any device via a web browser - an SAIC provided device, personal PC, or a personal mobile phone and/or tablet. The following access methods are supported:

- PC Web Browser
- Mobile device Web Browser

In both cases, Google Chrome is recommended, but other current web browsers are supported.

Begin by entering the site URL <https://hsapp.saic.com> in the address line of your web browser. The Health Screening App will be displayed in your web browser.

Please note that you will not be prompted to provide SAIC login information. Submissions are completely anonymous. No individually identifiable information is input or otherwise captured within this App. The response you enter will be aggregated to provide SAIC with location-specific statistical information in order to better protect our staff and visitors.

It's recommend to save a bookmark to this site in your computer web browser after your initial use of the app.

3.1. Saving the Health Screening App to the home screen on an IOS mobile device

- Open the Safari browser on your mobile device. Enter the site address <https://hsapp.saic.com>
- Tap the Share icon (the square with an arrow pointing out of it) at the bottom of the screen
- Scroll down to the list of actions and tap "Add to Home Screen"
- A web app will now appear on your IOS device

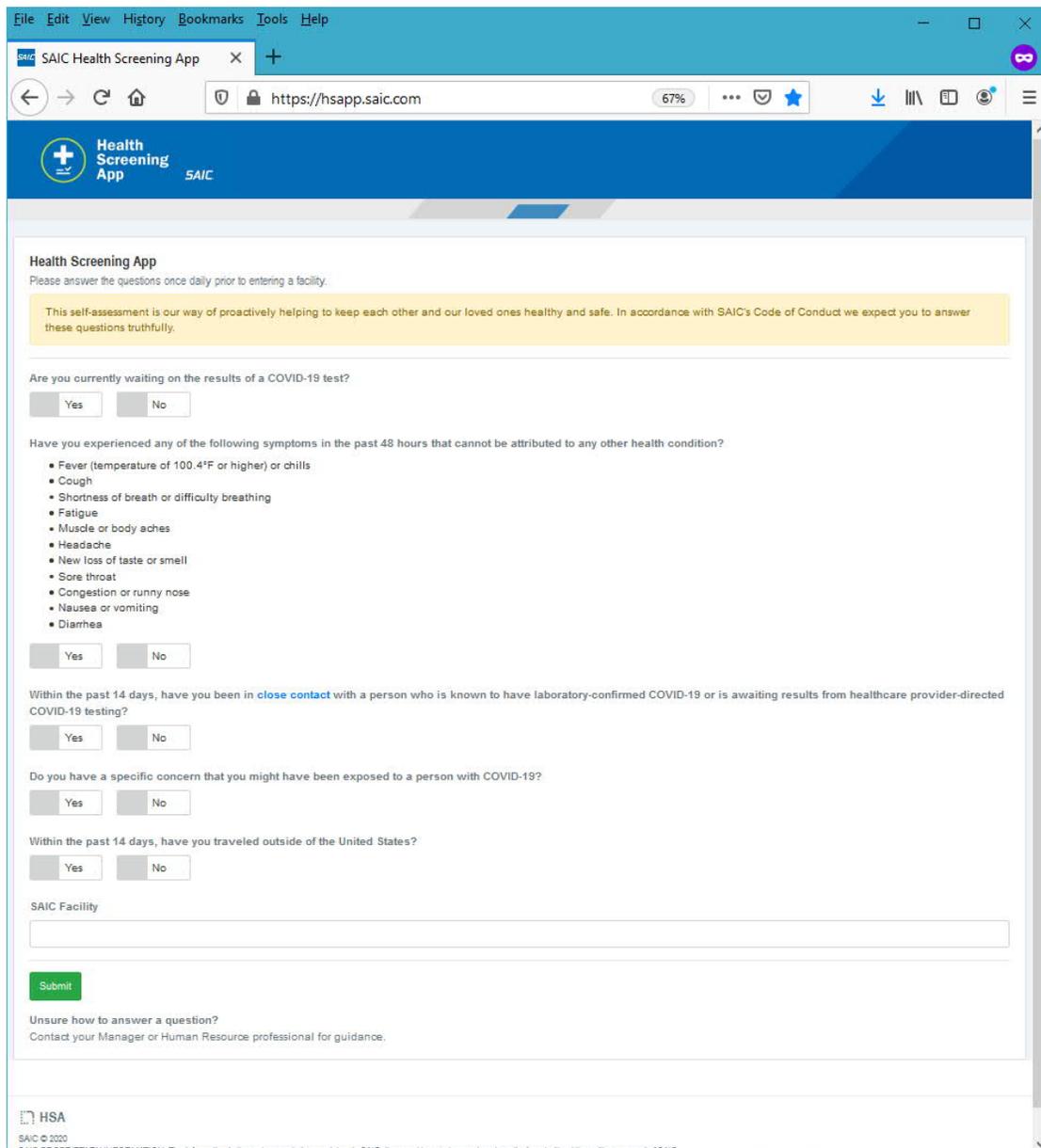
3.2. Saving the Health Screening App to the home screen of an Android mobile device

- Open <https://hsapp.saic.com> in the Chrome web browser on your Android device
- Tap the menu icon (3 dots in the upper right-hand corner)
- Select "Add to Home screen" from the menu
- Tap the "Add" button
- A web app will now appear on your IOS device

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4.0 Steps for Use

Open the Health Screening App (<https://hsapp.saic.com>) and you will see the form shown below. This form uses standard web page checkboxes and text input fields similar to other forms you likely have filled out online before. Navigation from one area to the next can be done using keyboard, mouse or a touch screen.



The screenshot shows a web browser window displaying the SAIC Health Screening App. The browser's address bar shows the URL <https://hsapp.saic.com>. The page header includes the SAIC logo and the text "Health Screening App SAIC".

The main content area is titled "Health Screening App" and includes the instruction: "Please answer the questions once daily prior to entering a facility." A yellow banner contains the text: "This self-assessment is our way of proactively helping to keep each other and our loved ones healthy and safe. In accordance with SAIC's Code of Conduct we expect you to answer these questions truthfully."

The form contains several questions with "Yes" and "No" radio button options:

- Are you currently waiting on the results of a COVID-19 test?
- Have you experienced any of the following symptoms in the past 48 hours that cannot be attributed to any other health condition?
 - Fever (temperature of 100.4°F or higher) or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarhea
- Within the past 14 days, have you been in **close contact** with a person who is known to have laboratory-confirmed COVID-19 or is awaiting results from healthcare provider-directed COVID-19 testing?
- Do you have a specific concern that you might have been exposed to a person with COVID-19?
- Within the past 14 days, have you traveled outside of the United States?

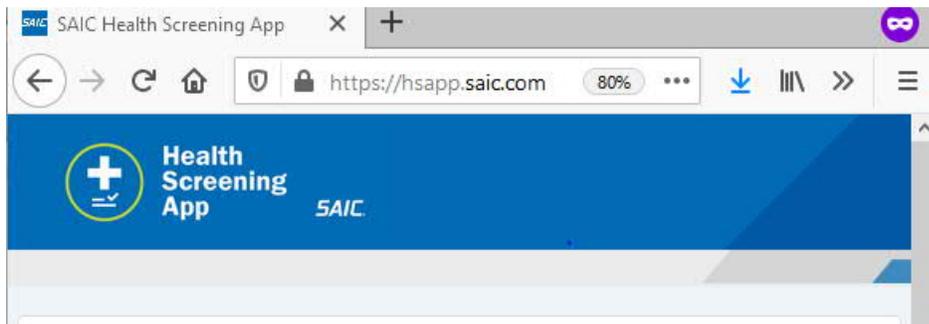
Below the questions is a text input field labeled "SAIC Facility" and a green "Submit" button.

At the bottom of the form, there is a link: "Unsure how to answer a question? Contact your Manager or Human Resource professional for guidance."

The footer of the page includes the HSA logo, "SAIC © 2020", and a small disclaimer: "SAIC RESOURCES ARE PROVIDED ONLY. The information in these documents is proprietary to SAIC. It may not be used, reproduced, or disclosed without the written approval of SAIC."

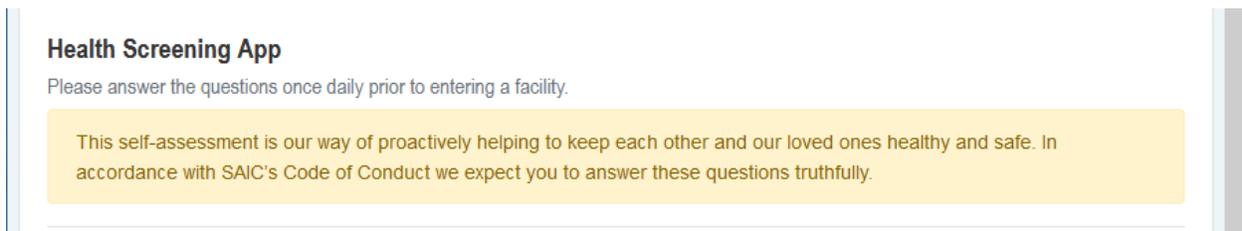
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The form begins with a logo and the SAIC Health Screening App heading:



You can click on the blue logo  to refresh the page, or to return here after a submission.

Below the heading is guidance and instructions:



What follows are eight fields in which you are required to enter a response.

The first five consist of answering screening questions taken directly from US Centers for Disease Control guidance. Each of these questions are answered **Yes** or **No**.

1. Are you currently waiting on the results of a COVID-19 test?

Are you currently waiting on the results of a COVID-19 test?

Yes No

How you input your answer depends on the device you are using:

- If you are using a device equipped with a touch screen, touch either the Yes or No box.
- Otherwise, use your mouse or trackpad to click in either the Yes or No box.

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A check mark will appear, as shown below, to indicate your answer.

Are you currently waiting on the results of a COVID-19 test?

Yes No

If you select the wrong box by mistake, simply click on the correct box. The checkmark will move over to the selected box, as shown below:

Are you currently waiting on the results of a COVID-19 test?

Yes No

2. Have you experienced any of the following symptoms in the past 48 hours that cannot be attributed to any other health condition?

Have you experienced any of the following symptoms in the past 48 hours that cannot be attributed to any other health condition?

- Fever (temperature of 100.4°F or higher) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Yes No

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Review the list of symptoms:

If you decide that you have had not any of them in the past two days OR you have and it was caused by a known condition other than COVID, answer No

If you are unsure whether your symptoms are due to COVID, answer Yes

If you think you have an illness, but are certain it is not caused by COVID, judge whether you should refrain from entering an SAIC facility regardless. If you believe it will be safe for yourself and others around you working in the facility, then you may answer No.

3. Within the past 14 days, have you been in close contact with a person who is known to have laboratory-confirmed COVID-19 or is awaiting results from healthcare provider-directed COVID-19 testing?

Within the past 14 days, have you been in **close contact** with a person who is known to have laboratory-confirmed COVID-19 or is awaiting results from healthcare provider-directed COVID-19 testing?

Yes No

Only answer **Yes** if you have been in close contact with someone who tested positive for COVID-19 and you do not know whether they are still contagious. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

If you click on the words “**close contact**”, the following pop-up explanation will appear:

Within the past 14 days, have you been in **close contact** with a person who is known to have laboratory-confirmed COVID-19 or is awaiting results from healthcare provider-directed COVID-19 testing?

Yes No

Do you have a specific concern about COVID-19?

Yes No

Within the past 14 days, have you been in close contact with a person who is known to have laboratory-confirmed COVID-19 or is awaiting results from healthcare provider-directed COVID-19 testing?

Yes No

SAIC Facility

- See CDC definition of **close contact**.
Examples of close contact include:
- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
 - You provided care at home to someone who is sick with COVID-19
 - You had direct physical contact with the person (hugged or kissed them)
 - You shared eating or drinking utensils
 - They sneezed, coughed, or somehow got respiratory droplets on you

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Clicking on the words “close contact” within the pop-up causes your browser to display this CDC site:

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>

4. Do you have a specific concern that you might have been exposed to a person with COVID-19?

Do you have a specific concern that you might have been exposed to a person with COVID-19?

Yes No

Only enter **Yes** if you have some particular reason to think you have been exposed. An example is if you have been in “close contact” in the past two days with someone displaying COVID symptoms, and you do not know their COVID test status.

5. Within the past 14 days, have you traveled outside of the United States?

Within the past 14 days, have you traveled outside of the United States?

Yes No

If you have returned from a visit to any place on Earth that is not a US state or territory, answer Yes. This is true whether the trip was due to business or personal travel.

You have now answered all of the screening questions.

Next, select the SAIC Facility you intend to visit. If you are planning to visit several locations in a given day, please select the location in which you will spend the majority of your time.

6. SAIC Facility

SAIC Facility

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This text field is a searchable picklist. For location choices; start typing city, location name or location number to narrow down the choices. The more specific you can be, the better, as it can take some time for relevant locations to be retrieved, especially over a poor mobile connection. The results will be shown in a list of all the possible matches:

SAIC Facility

- Moorestown-08057-C (2399)
- Reston-12010 Sunset Hills Rd (2547)**
- Reston-20192-C (2895)
- Reston-11111 Sunset Hills Rd (2974)
- Reston-20190-C (3004)
- Reston-20191-C (3010)
- Forest Park-30297-C (3039)

Click on the facility in the list you intend to enter. The name will be placed into the Facility text box:

SAIC Facility

- Reston-12010 Sunset Hills Rd (2547)**

If you need to change this entry, simply erase the name and start over: Click in the field and use the delete or backspace keys to clear the text and search again

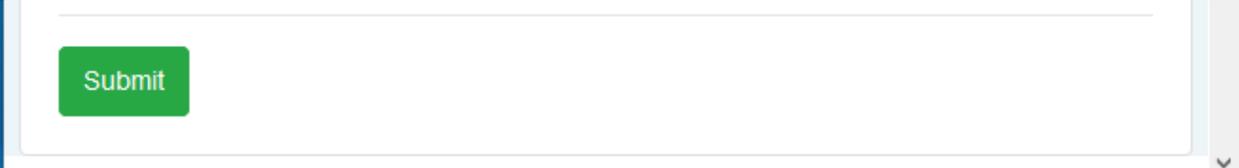
The first time you use the App on a particular device or web browser, the Facility text box will be blank. From that point on, if you are using the same device, the App will try to save your last entry and pre-populate the Facility with it. This ability to remember is dependent on whether your device permits web cookies. If not, then the Facility will be blank the next time you use the App..

Note: Some non-SAIC Customer locations are included in this list. These locations have a "-C" suffix to the name, for example "Camp Pendleton-92055-C (2247)". SAIC employees entering Customer sites do not have to use the SAIC Health Screening App unless directed by their manager to do so. Customer sites often have their own health screening process. In some cases it may be desirable for SAIC to be able to show we have verified our employees' health before entering a particular location.

7. Submit your response

Click the SUBMIT button at the bottom of the page to record your response.

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Submit

If you answered Yes to any question, then you have completed this form.

If you answered only No to all questions, then there is one more task left, described next.

Note: There is no way to recall your submission once this button is selected. If you have submitted your response with an error, click on the Health Screening App logo at the top of the page, as shown below. Your web browser will display a fresh Health Screening page.



8. Read and Acknowledge the SAIC Facility Visitation Rules

The following Facility Visitation Rules appear if you answered No to all questions.

:Check the **I Acknowledge** box shown below to indicate your acknowledgement of these rules..

SAIC FACILITY VISITATION RULES:

Face coverings are required in common areas of all SAIC facilities even when social distancing can be maintained.

Social distancing is defined as maintaining a six-foot separation from others.

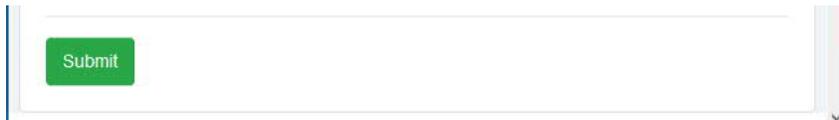
By checking the box below and submitting this form, I acknowledge the SAIC facility visitation rules.

I Acknowledge

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9. Submit your response

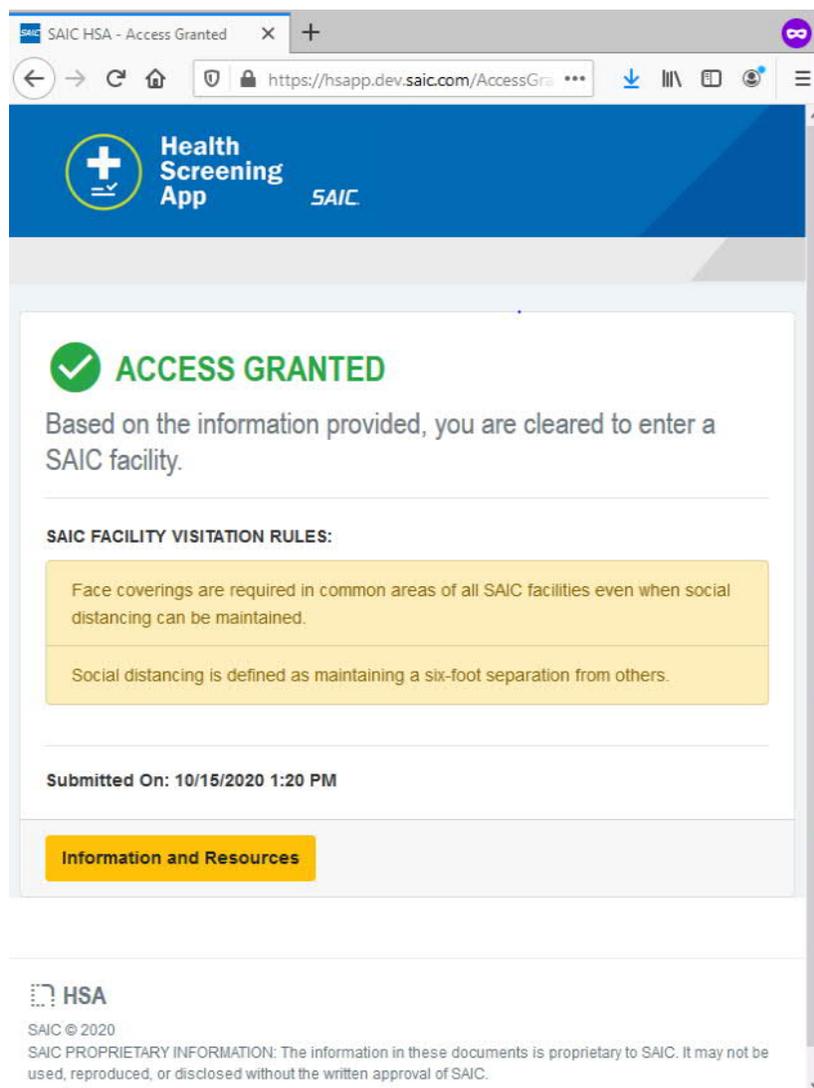
Click the SUBMIT button to record your Acknowledgement. Following this step, you will be notified of you the status of your access.



10. Facility Access Notification

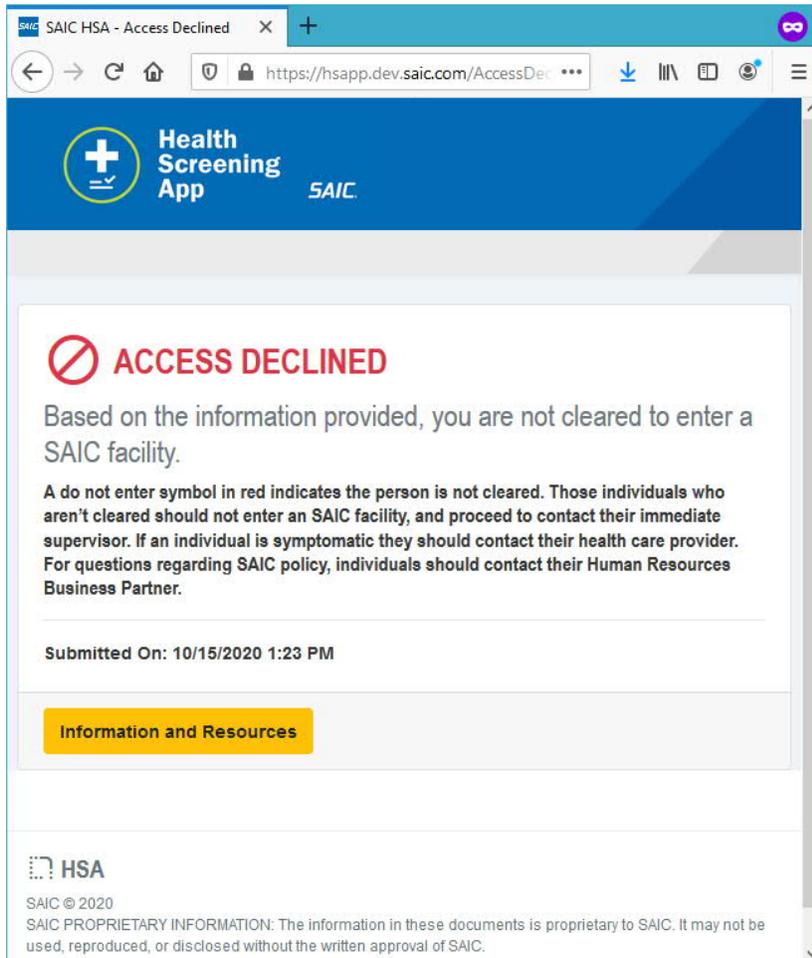
The App will indicate whether you should proceed to enter the facility.

If you are granted access, you will see a circled green checkmark. Proceed to enter the facility.



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A do not enter symbol in red indicates you are not cleared to enter a facility. You should proceed to contact your immediate supervisor. If an individual is symptomatic they should contact their health care provider. For questions regarding SAIC policy, individuals should contact their Human Resources Business Partner.



Clicking the optional “Information and Resources” button takes you to the Crisis Guidance/Coronavirus Information and Resources site in ISSAIC.

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5.0 Support

5.1 Access to and Use of the SAIC Health Screening App

Support for the SAIC Health Screening App is provided by the ES3 Service Desk, who can escalate functional issues to ITO Operations staff if needed. Submit an incident to the ES3 Service Desk at <https://es3.saic.com/es3> or call (877)-999-7242.

Service Desk support is primarily focused on resolving access issues from various client devices to the Health Screening App. If Service Desk knowledge proves insufficient, the ticket will be escalated as required.

5.2 Health Screening Information

Questions and issues may be directed to your manager or your Human Resource business partner, as you feel appropriate.

This document and additional related information is stored in the ISSAIC Crisis Management site for Coronavirus Information & Resources:

<https://issaic.saic.com/sites/crisis-guidance/crisis-communications/active-notification/coronavirus-information-and-resources>