

# Company Nurse Instructions for Employees


This document provides instructions for employees to use the Company Nurse application to perform three tasks:

1. Sign-in to the application.
2. Perform the initial setup of your user account.
3. Submit weekly test results, if you have chosen weekly testing instead of vaccination.

This application can be accessed from a personal computer or a mobile device through a web browser. Since the application is designed for mobile devices, this is the recommended access method.

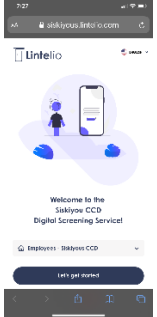
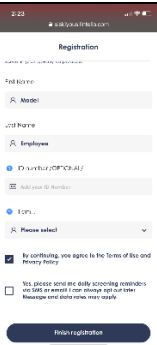
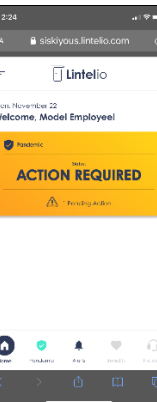
## I. Sign In

To sign-in to the application:

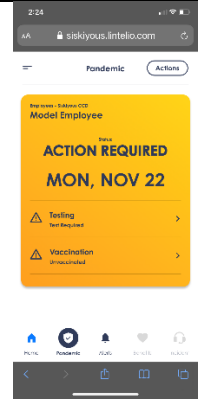
<ol style="list-style-type: none"><li>1. Open a web browser and go to <a href="https://siskiyous.lintelio.com">https://siskiyous.lintelio.com</a>.</li><li>2. Select 'Employees – Siskiyous CCD' in the drop-down menu.</li><li>3. Click 'Let's Get Started.'</li></ol>	
<ol style="list-style-type: none"><li>4. Login in with your <a href="mailto:*@siskiyous.edu">*@siskiyous.edu</a> username.</li></ol>	
<ol style="list-style-type: none"><li>5. Provide your password.</li></ol>	

## II-A. Initial Setup: Weekly Testing

The first time you sign-in you will need to setup your account. This includes confirming that you are an employee and indicating whether you to choose to be vaccinated or provide weekly test results. This section describes the steps needed to setup your account if you choose weekly testing. If you choose vaccination, follow the instructions under “II-B. Initial Setup: Vaccination” below.

<p>1. Login to the Company Nurse application as described under I. above.</p>	
<p>2. Provide information on the 'Registration' screen:</p> <ol style="list-style-type: none"><li>Under “I am...”, select ‘Employee.’</li><li>Click the box next to “By continuing, you agree to the Terms of Use and Privacy Policy”</li><li>Since employees are not required to do screening, you don’t need to worry about the “Yes, please send me daily screening reminders via SMS or email! I can always opt out later. Message and data rates may apply.” option.</li><li>Click the “Finish Registration” button.</li></ol>	
<p>3. Click on “Action Required.”</p>	

4. Select "Vaccination" (even though you're choosing to do weekly testing).



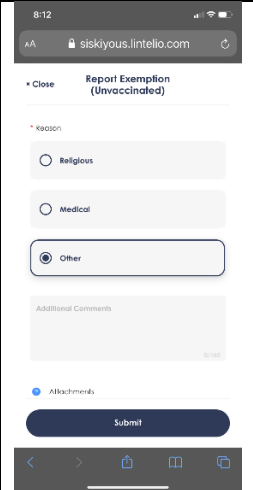
5. Click the "Report" button.



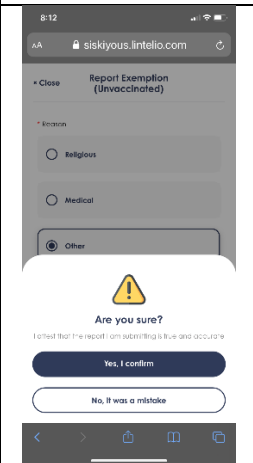
6. Select "Report Exemption (Unvaccinated)".



7. Indicate the reason you are choosing weekly testing. (If you do not wish to state, select “Other.”) Then click “Submit.”



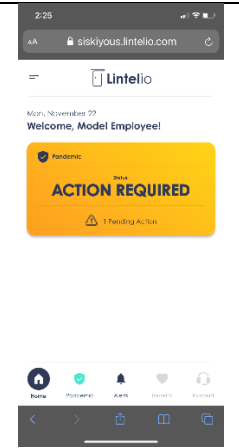
8. Click “Yes, I confirm.”



9. Click “Return to Homepage.”



10. To confirm, click “Action Required.”



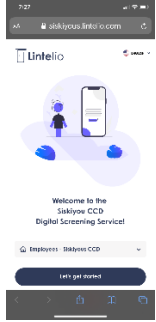
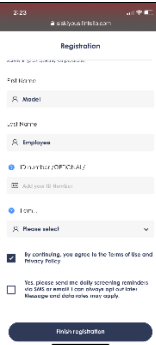
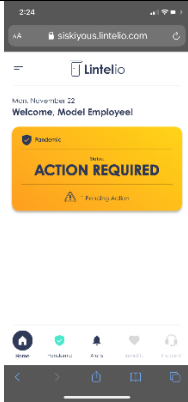
11. Under “Vaccination,” you should see the word “Exempted.”



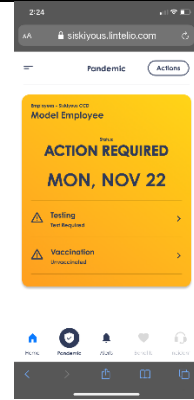
Now that you have chosen weekly testing, you will need to submit test results each week as described under 'III. Submit Weekly Test Results.' At any point, if you should decide to get vaccinated, you can submit those results as described under 'II-B. Initial Setup: Vaccination' below and would no longer need to perform weekly testing.

## II-B. Initial Setup: Vaccination

The first time you sign-in you will need to setup your account. This includes confirming that you are an employee and indicating whether you to choose to be vaccinated or provide weekly test results. This section describes the steps needed to setup your account if you choose vaccination. To complete this process, you'll need to have a picture of your vaccination card or be able to take a picture of it during the process.

<p>1. Login to the Company Nurse application as described under I. above.</p> <p><b>Note: if you have a blank screen after logging in, refresh your browser window.</b></p>	
<p>2. Provide information on the 'Registration' screen:</p> <ol style="list-style-type: none"><li>Under "I am...", select 'Employee.'</li><li>Click the box next to "By continuing, you agree to the Terms of Use and Privacy Policy."</li><li>Since employees are not required to do screening, you don't need to worry about the "Yes, please me daily screening reminders via SMS or email! I can always opt out later. Message and data rates may apply." option.</li><li>Click the "Finish Registration" button.</li></ol>	
<p>3. Click on "Action Required."</p>	

4. Select "Vaccination."



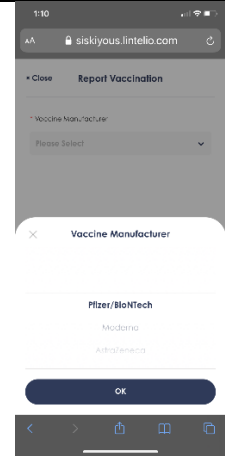
5. Click the "Report" button.



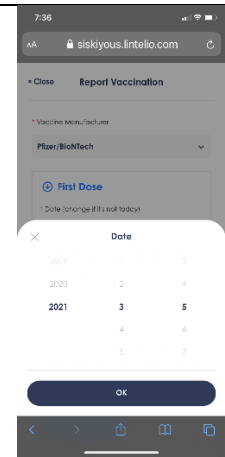
6. Select "Report Vaccination."



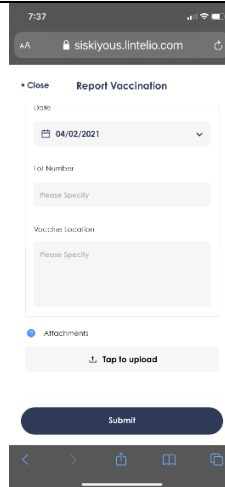
7. Select the "Vaccine Manufacturer and click "OK."



8. Enter the date of the First Dose. If the vaccine you received requires a second dose, enter date of the second dose. ('Lot Number' and 'Vaccine Location' are not required.)



9. To provide a copy of your vaccination card, select "Tap to upload."

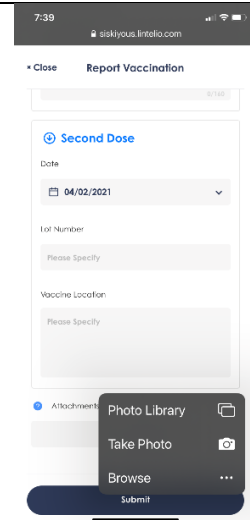




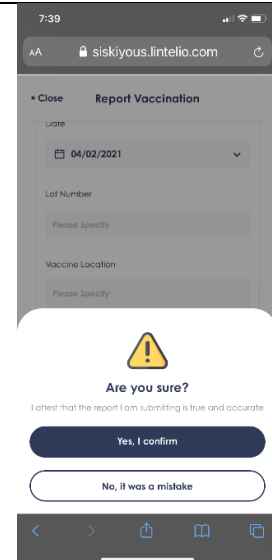
10. Upload a copy of your vaccination card.

- a. If you already have a picture of your vaccination card, select 'Photo Library' and then select the photo.
  - b. If you don't already have a picture, select 'Take Photo' and then a take a picture of the card.
- Then click 'Submit.'

Note: This photo will be reviewed by the College's COVID Response Team to verify the vaccination information provided.



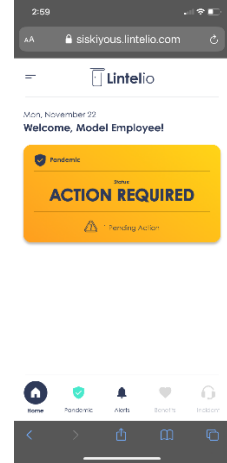
11. Click "Yes, I confirm."



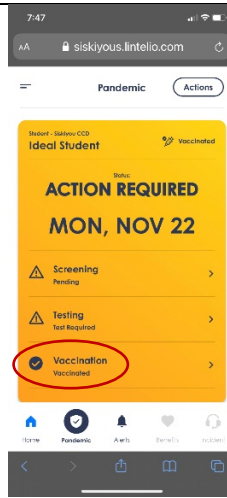
12. Click "Return to Homepage."



13. To confirm, click “Action Required.”

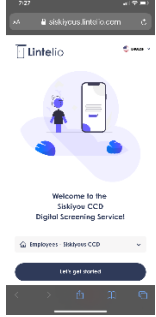

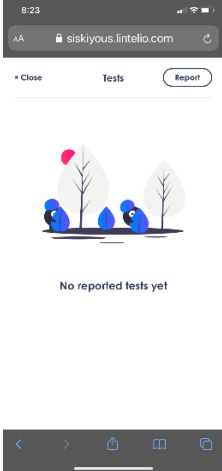


14. Under “Vaccination,” you should see the word “Vaccinated.”

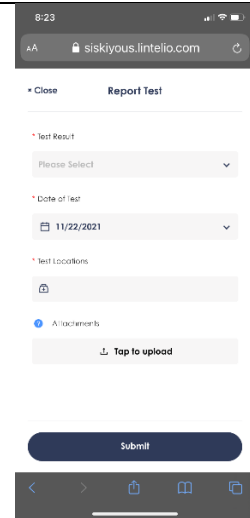


### III. Submit Weekly Test Results

Those who have chosen not to be vaccinated must submit the results of a COVID test each week. If you are tested on campus, the results should be uploaded for you. If, however, you are tested off campus, you will need to submit the results using the following procedures:

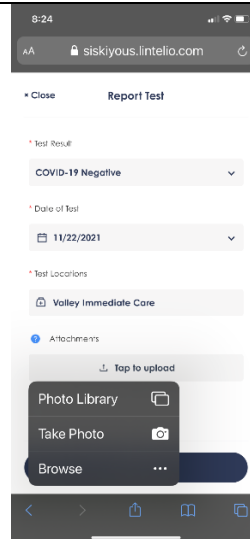
<p>1. Login to the Company Nurse application as described under I. above.</p>	
<p>2. Under 'Action Required,' select 'Testing.'</p>	
<p>3. Click "Report."</p>	

4. Enter the following information:
- 'Test Result' (Negative or Positive).
  - Enter the date of the test.
  - Enter the test location.
- Then click on 'Tap to upload.'

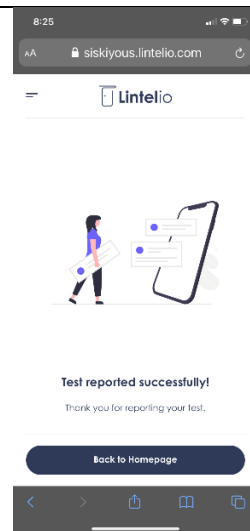


5. Upload a copy of your vaccination card.
- If you already have a picture of your vaccination card, select 'Photo Library' and then select the photo.
  - If you don't already have a picture, select 'Take Photo' and then take a picture of the card.
- Then click 'Submit.'

Note: This photo will be reviewed by the College's COVID Response Team to verify the vaccination information provided.



6. Click "Return to Homepage."



7. Under “Testing,” it should say “Next test due by <a date in the following week>.”

