

## UKG in a Crisis – Managing Exposure

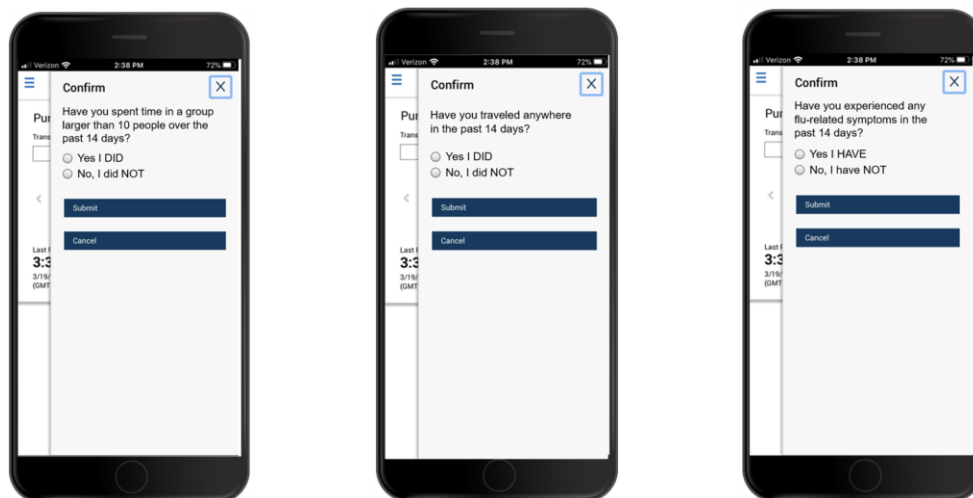
Colleges and universities must be creative and innovative during this period of crisis. Being able to pivot and adapt to new information as it arises while managing remote and on-site staff is critical. An automated workforce management or human capital management system can certainly help you manage these new challenges efficiently, but student and staff safety is also at the top of everyone’s priorities. **Attestation** and **contact tracing reports** provide institutions with tools to address employees who are showing symptoms and should be staying home or employees who have been exposed to an infected coworker. UKG™

### What is attestation?

Universities are looking for efficient and effective ways to make sure employees who come to work are without symptoms that the [World Health Organization \(WHO\)](#) deems harmful to other employees. Each state is different, but institutions across the country are looking ahead at how they can manage this regardless of whether students are on site or not. Within the UKG™ (Ultimate Kronos Group) solution, there is the ability for employees to check a pre-populated “attestation statement” while punching in, attesting they are not experiencing symptoms. The employer can set up this statement using its own terminology and policies. Here is an example:

*“By punching in and working physically in this building, I attest that my current health does not show any signs of fever >= 100, cough, sore throat, difficulty breathing, or shortness of breath. I understand that if any of these symptoms develop while working, I will be screened immediately following the process that was emailed out on [enter date].”*

If reporting shows that most of your workforce has not experienced flu-like symptoms in the past 14 days, the response and action needed from management will be much different than if the outcome had been the opposite.



**Note:** Before including any health-related questions in UKG solutions, please consult with your legal counsel to ensure you are compliant with applicable privacy laws and regulations.



## How Contact Tracing Can Help

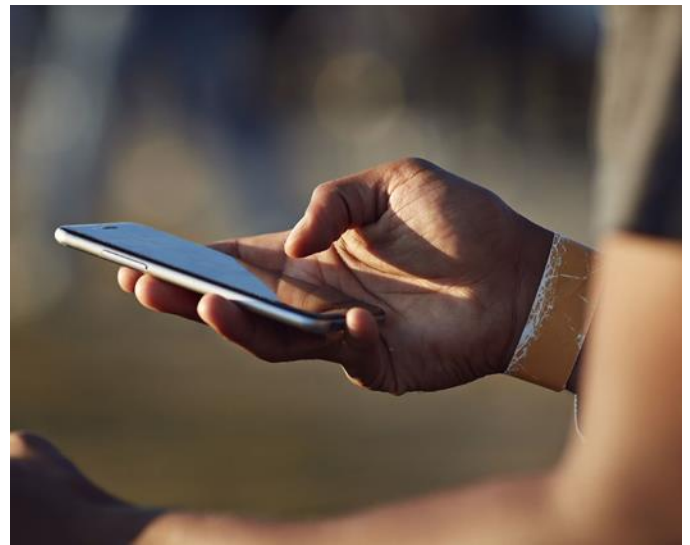
### What is contact tracing?

According to the [WHO](#), when someone is infected with a communicable disease, such as a virus, those around them are at higher risk of becoming infected themselves and of potentially transmitting the illness to others. To minimize this risk, those who have had contact with an afflicted person need to be notified as quickly as possible so they can receive appropriate care and isolate themselves to reduce further spread. The process for monitoring people in close contact with someone who is infected is known as [contact tracing](#). Contact tracing, as outlined by the WHO, comprises three steps:

- 1) Contact identification
- 2) Contact listing
- 3) Contact follow-up

In the context of a campus or administration building, this process can be cumbersome without visibility into who was working when and with whom. However, institutions using the employee contact tracing capability from UKG have the means to analyze existing labor records and the time and attendance data they already collect to quickly identify employees who have been potentially exposed to COVID-19 at work.

No solution is 100% effective in eliminating at-work risks but combining steps such as attestation and contact tracing reports, in addition to your other efforts, helps support a healthy, safe workplace environment for all. Contact your sales representative or visit [ukg.com](https://www.ukg.com) for more information.



**Note:** Please consult your legal counsel concerning any privacy-related issues in conjunction with your use and distribution of this report.



Having an automated system to track time during this pandemic has been a lifesaver.

Kacie Flynn  
Executive Director, Humboldt State University Sponsored Programs Foundation



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