

## UKG in a Crisis – Managing Exposure K-12

School districts are under so much pressure and uncertainty about the future. Extreme measures to keep staff and students safe are required but putting a plan around this isn't so easy. UKG™ (Ultimate Kronos Group) doesn't have all the answers, but we do offer two features that support these efforts and may be worth looking into. **Attestation** and **contact tracing reports** provide districts with tools to address employees who are showing symptoms and should be staying home or employees who have been exposed to an infected co-worker.

### What is attestation?

Districts are looking for a creative and efficient way 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 school districts across the country are looking ahead at how they can manage this regardless of whether students are on-site or not. Within the UKG 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  $\geq$  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 that 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, is comprised of three steps:

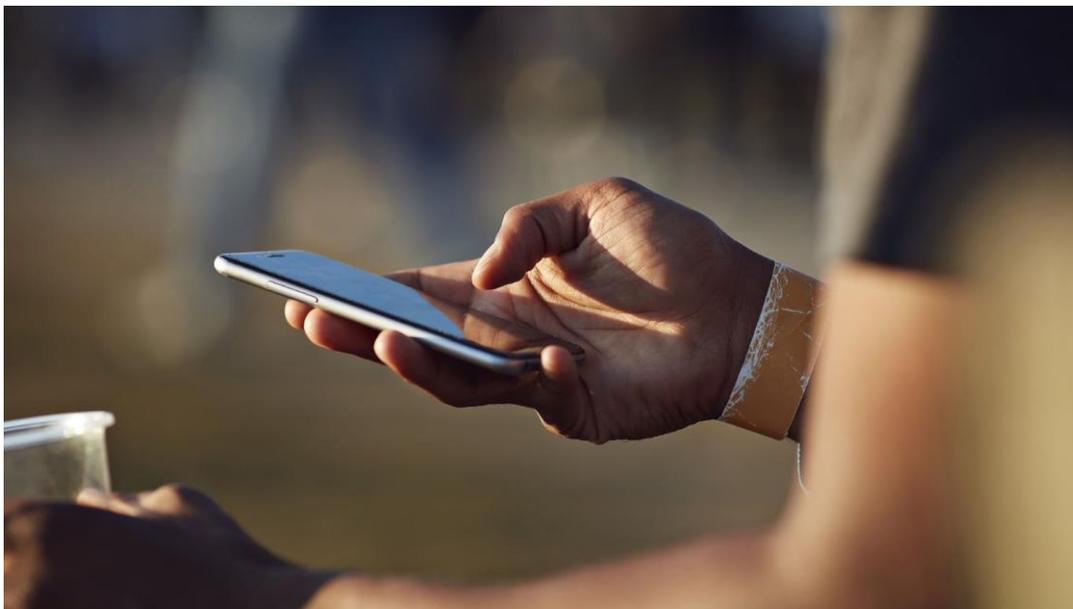
- 1) Contact identification
- 2) Contact listing
- 3) Contact follow-up

In the context of a school or administration building, this process can be cumbersome without visibility into who was working when and with whom. However, districts 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.

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

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No solution is 100% effective in eliminating at-work risks, but combining steps like 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](#) for more information.



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