

Employer Resource Guide

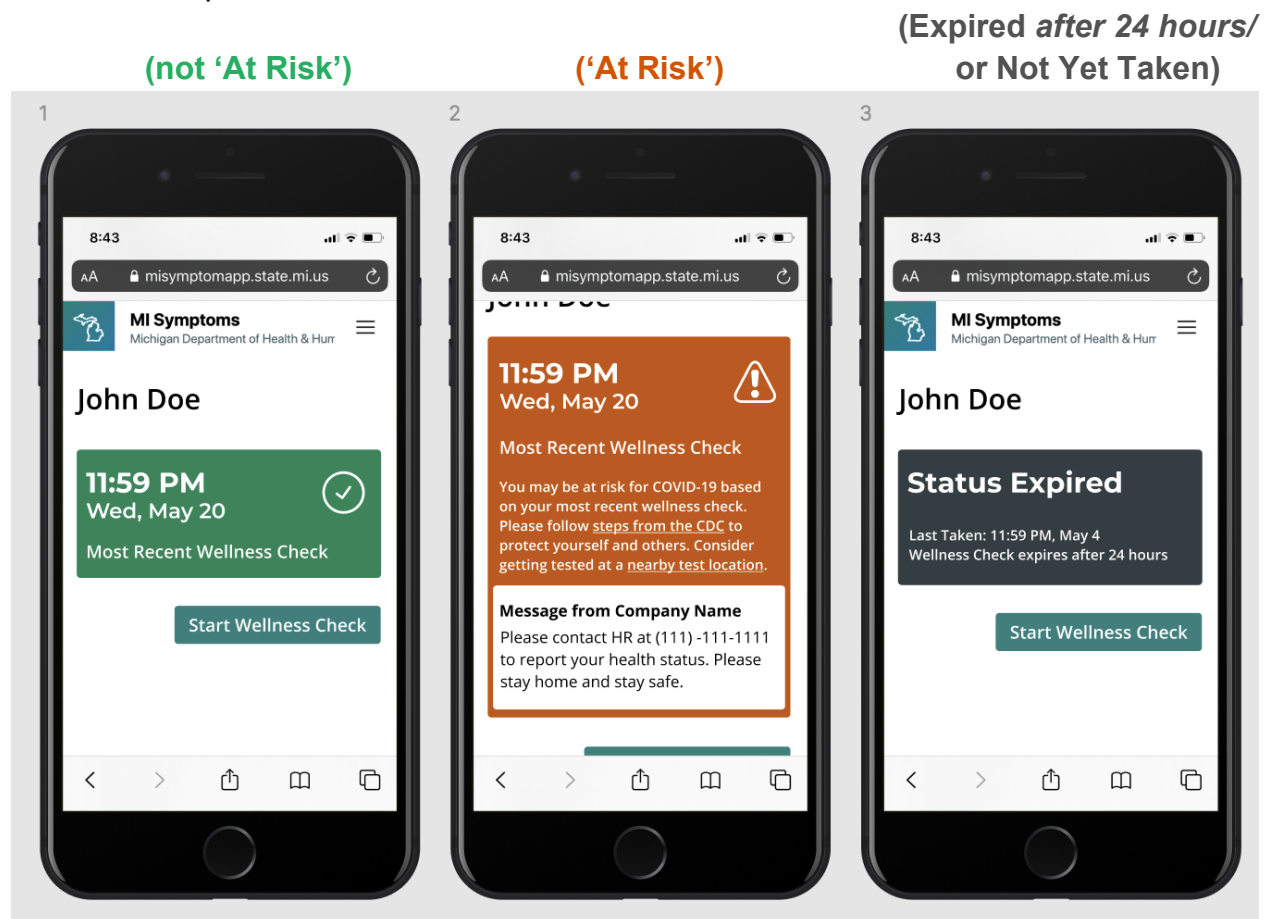
Employers: How To Use MI Symptoms

Step 1: Register for an employer code [here](#).

Step 2: Ask your employees to sign up for a MI Symptoms account using your employer code at misymptomapp.state.mi.us.*

Step 3: Employees should complete a MI Symptoms wellness check everyday before work

Step 4: Employees should show their **not 'At Risk'** MI Symptoms screen (below) in order to enter the workplace. Employers should ensure **'At Risk'** employees stay away from the workplace.**



*If employees already have an MI Symptoms account, an employer code can be added by editing the workplace section of the My Account page when your employee logs into MI Symptoms.

**If an employee does not have a smartphone, consider how they might otherwise communicate their status with you (printing their home screen, emailing a screenshot, phone call).

Note: Provided the employer is checking the MI Symptoms home screens at workplace entry and can verify such through some type of checklist or other documentation upon request, employer usage of MI Symptoms as stated above will fulfill the daily entry screen protocol mandated by [Executive Order-2020-114](#).


MI Symptoms Reports

In addition, MI Symptoms Reports (example below) will be sent to your contact email address daily with a summary of **yesterday's** wellness check submissions by MI Symptoms users who registered with your employer code. MI Symptoms Reports are meant to help you follow up with employees who may be At Risk. Please note there is no real-time application or dashboard available for employers to view these reports.

Daily MI Symptoms Reports will include:

- number of employees who filled out MI Symptoms
- number of employees 'At Risk' based on symptoms
- the names and phone numbers of employees 'At Risk'
- the names and phone numbers of all employees (*if you are requiring your employees to use MI Symptoms*)

Example MI Symptoms Report:



MI Symptoms
Michigan Department of Health & Human Services

Symptoms Employer Report for 2020-06-08

Employee surveys from:
2020-06-08
12:00AM - 11:59PM EST
Company:
[REDACTED]

Employees submitted a MI Symptoms Check yesterday
3

Employees classified as "At Risk" yesterday
2

Name	Phone	Survey Time	At Risk
[REDACTED]	[REDACTED]	2020-06-08 08:41:25	Yes
[REDACTED]	[REDACTED]	2020-06-08 13:16:22	Yes

MI SYMPTOMS

[MICHIGAN.GOV/CONTAINCOVID](https://michigan.gov/containcovid)