

## User Guide to the COVIDSafe Campus web platform – Hosted by Thrive Health

Instructions for users with a non UCalgary email addresses

### Mandatory Steps

1. [Creating your account](#)
2. [Completing your Vaccination Attestation Form](#)
3. [Completing your COVID-19 Self-Assessment](#)
4. [Scheduling an appointment](#)
5. [Reporting Self-Administered Rapid Screening Tests](#)

**IF you are not coming  
to campus**

**or**

**have declared full  
vaccination**

**You are exempt from  
steps 3 to 5**

[Click here](#) for FAQ information on the UCalgary COVIDSafe  
Campus Strategy

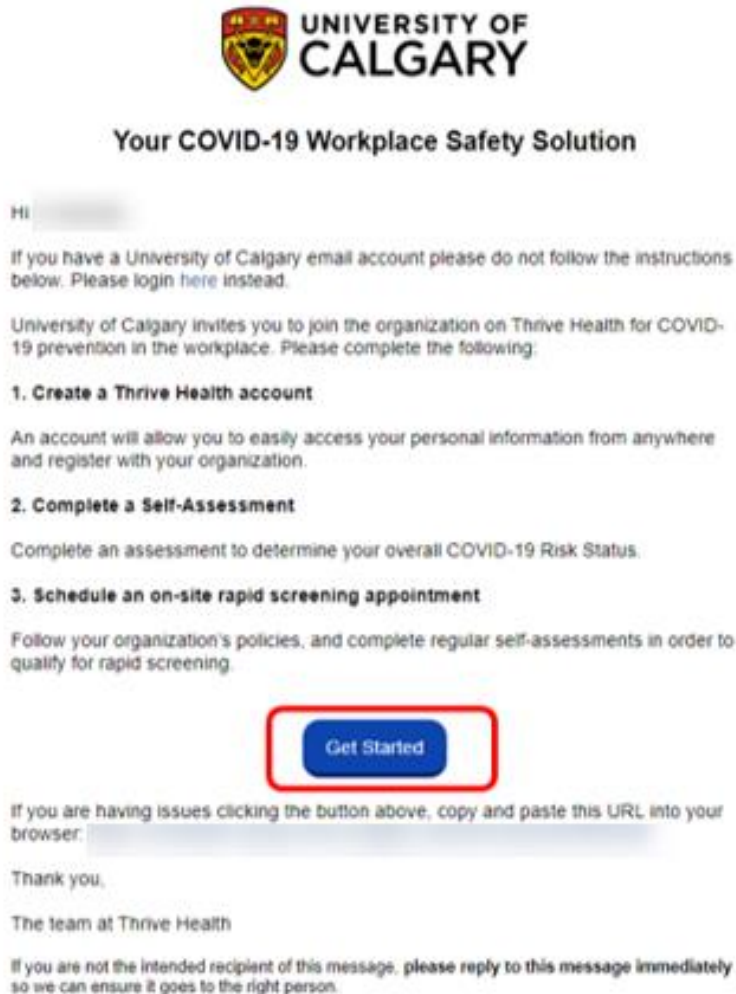
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## 1. Creating your account

- You will receive an email from Thrive Health on behalf of the University of Calgary inviting you to join
- This is how the sender will appear.



- This is a sample of the email you will receive. Click on “Get Started”



- You only need to create a password and confirm it

**⚠ Please do not use  
Sign up with Google  
or  
Sign Up Account**

- Read and agree to the Privacy Policy Terms of Use
- Click on “Create Account”

- Select your preferred language, and click on “Confirm”

- You will see a series of marketing screens from Thrive Health,
- You can see them by clicking on “Next” or “Skip” them



**Welcome**

We make healthcare work better for everyone.

Navigating the healthcare system shouldn't be scary or frustrating. And you shouldn't have to do it alone.

Skip Next

• • • •

- Review and “Confirm”



Connect with University of Calgary using this account?

If you have a University of Calgary email account please do not follow the instructions below. Please logout and login with your University of Calgary email account and try again.

Current Account:

By joining University of Calgary, you consent to sharing information with University of Calgary through the [Thrive Health](#) platform



What information is being shared?

- Profile information you submit

Confirm

#### Consent

By signing this form, I acknowledge that I have read and understand the CDL Rapid Screening Consortium Privacy Notice and Consent, and agree to the collection, use and disclosure of my personal information, as described above, including the disclosure of my De-identified Data from the Site Operator to the Consortium, and from the Consortium to public health agencies. I further understand that I can revoke my consent at any time by contacting the University of Calgary at covid19comms@ucalgary.ca

Participant Name:

Next

- Read and sign (type) the consent with your name and last name and click on “Next”

- Enter the last 4-digits of your phone number.
  - ⚠ If the 4 digits you enter do not match the phone number on record, please contact
    - **If you are a Continuing education student:** 403.220.2866 or 1.866-220.4992 (Toll-free within North America)
    - **Other users:** UService at 403.220.8366



#### Verify Your Identity

To ensure you're the correct person, please enter the Last four digits of your phone number for

Last four digits of your phone number

Continue



#### Verify Your Identity

To ensure you're the correct person, please enter the Last four digits of your phone number for

Last four digits of your phone number



The Phone number you entered does not match the one in our record. If you are having difficulties verifying, please contact the Partner you are trying to connect with.

Continue

- Select “My profile”

## Select the profile for [redacted] to use with University of Calgary




invited

Last updated: September 1, 2021

Email


[View full profile](#)

Select My profile if [redacted] is you. Otherwise, select another profile on your account you are managing, or create a new one.



My profile

>



Create a new profile for [redacted]

- Create/Verify your University of Calgary profile


## Create your University of Calgary profile

### General Information


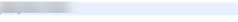

Given Name(s)  
Required


Middle name

Family Name (Last Name)  
Required

Primary Contact Email   
Required

Phone Number  
Required

  Mobile 

Employee Id 

Role Type

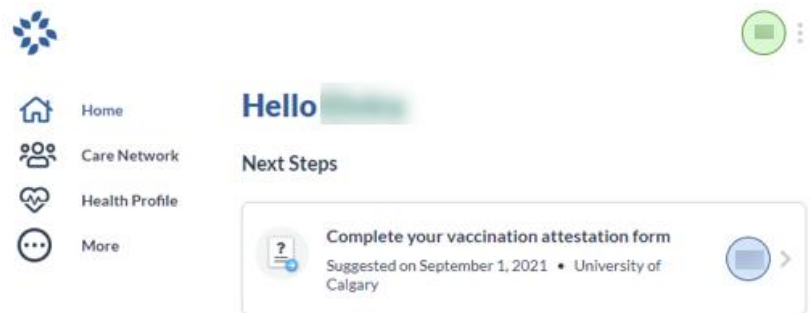
Additional Details

UCalgaryGroup

Submit

## 2. Completing your Vaccination Attestation Form

- Click “Complete your vaccination attestation form”



- Answer whether you will be attending the University of Calgary in person between now and Dec. 31, 2021 and click “Submit.”

**If the answer is No, no further action is required.**

### University of Calgary Vaccine Attestation Form

#### Privacy Statement

This information is collected on behalf of the University of Calgary under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act. It will be used only for the purpose of implementing the Rapid Testing & Vaccination Program. Information may be disclosed to provincial or federal authorities if required by law. De-identified aggregated data will be used to track the overall vaccination level of the UCalgary community. Additional information on the privacy aspects of this program are available at [www.ucalgary.ca/covidsafe-campus.ca](http://www.ucalgary.ca/covidsafe-campus.ca) If you have any questions about the collection or use of this information, contact [covid19comms@ucalgary.ca](mailto:covid19comms@ucalgary.ca)

Do you plan to attend the University of Calgary in-person to learn, to research, to work, to access programs and services or to attend off-site UCalgary activities between now and December 31, 2021?

Required

☐ No ☐ Yes ☐ Maybe

Submit

- If the answer is **YES** or **MAYBE**, an agreement statement will appear.
- Read and accept the agreement by clicking “I accept.”

As part of the University of Calgary's Rapid Testing and Vaccination Program, the University of Calgary is asking that students, faculty, staff, and visitors provide a statement with respect to their COVID-19 vaccination status.

☐ I accept

To attend in-person activities on campus, individuals must either confirm via this attestation that they are fully vaccinated against COVID-19, or regularly participate in UCalgary's Rapid Testing Program and obtain a negative test result before coming onto campus.

I acknowledge and understand that if I fail to comply with the University of Calgary COVIDSafe Campus strategy I will not be permitted to attend University Campuses, or University-hosted off-site activities, and if I am a student, I could be removed from any in-person course registrations. I further acknowledge and understand that non-compliance, including but not limited to, providing a false attestation, is considered serious misconduct under the University's [Code of Conduct](#) and the [Student Non-Academic Misconduct Policy](#), and may result in discipline in accordance with the applicable policies and procedures.

Required

- Declare your vaccination status and click **“Submit.”**

If you answer **“Yes” at this step, no further action is required.**

I have been fully vaccinated against COVID-19 with a Health Canada approved vaccine at least two weeks prior to today's date.

☐ No

☐ Yes

☐ Prefer not to answer

I understand that my vaccination attestation is freely and voluntarily made, and that I make the attestation conscientiously believing it to be true.

Required

Submit

- If you answer **No** or **Prefer not to answer**, the following message box will appear requesting self-assessment and rapid testing.
- Click **“Submit.”**
- You will be redirected to the user homepage, and you will receive an email confirming the completion of the form.

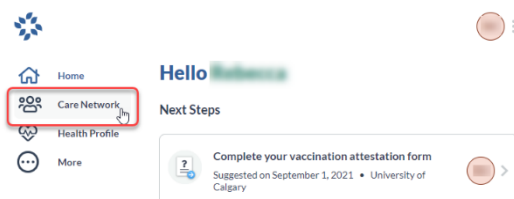
Please complete your self-assessment and rapid screening.

Submit

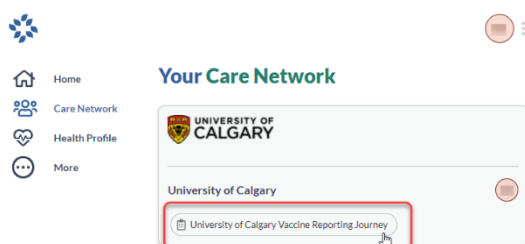
To view your completed tasks

### On a laptop/computer device

Click on **“Care Network.”**

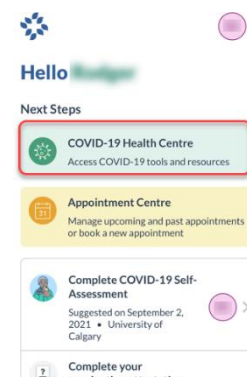


Click on **“University of Calgary Vaccine Reporting Journey.”**

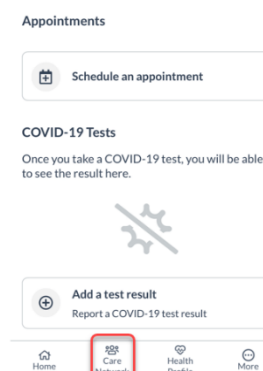


### On a smart device

Click on **“COVID-19 Health Centre”**



Click **“Care Network”** found in the mobile menu located at the bottom of your screen. Allow for a couple of seconds for the menu to appear





# If you are not coming to campus or have declared full vaccination You are exempt from Steps 3 to 5

## 3. Completing your COVID-19 Self-Assessment

- On the user homepage, click “**Complete COVID-19 Self-Assessment.**”



- You will be directed to the **Self-Assessment page**. Answer all the questions as prompted.



### Status Check-in

This information is not intended to provide individual medical advice to you. If you need medical advice, or are concerned about symptoms you may be experiencing, consult your family doctor or nurse practitioner. If you do not have one or are unable to reach them, call your **Provincial/Territorial health information line** (See help text for Provincial & Territorial numbers). ?

In a medical emergency, always call 9-1-1 or visit the nearest emergency department.

Are you experiencing any of the following symptoms:

- Fever or chills\*
- Cough
- Difficulty breathing
- Loss of sense of smell or taste
- Sore throat
- Headache
- Extreme fatigue or tiredness
- Diarrhea
- Loss of appetite
- Nausea or vomiting
- Body aches

? Required

☒ No ☐ Yes

Have you returned to Canada from any country (including the United States) within the last 14 days?  
Required

☒ No ☐ Yes

Did you have **close contact** with a person with confirmed COVID-19 within the last 14 days?

A **close contact** is someone confirmed to have COVID-19 who you live with or otherwise had close face to face contact (within 2 metres) while they had symptoms or in the 48 hours before their symptoms started.  
Required

☒ No ☐ Yes

### COVID-19 Self-Assessment Status



Last Self-Assessment completed on  
August 31, 2021 02:20 PM

Based on your answers, you do not report any symptoms of COVID-19 or exposure to COVID-19. Note: This assessment does not confirm that you do not have COVID-19.

You may book an appointment to pick up your rapid testing kit and attend campus to pick it up. Please complete your first test and upload the results prior to September 14th.

Recommendation

- If you answer “**No**” to all the questions in the Self-Assessment you will be given a “**green**” status.
- Proceed to book an appointment to pick up your rapid testing kits on campus.
  - When you complete the self-administered tests, you will need to upload the results by a specified date.*




## COVID-19 Self-Assessment Status

- If you answer “Yes” to any question in the Self-Assessment, you will be given a “red” status.




Last Self-Assessment completed on  
August 31, 2021 07:00 PM

**You are not authorized to attend campus at this time.**

If you are experiencing COVID-19 symptoms, stay home, isolate and [book a COVID-19 test through Alberta Health Services](#) .

Individuals who test positive for COVID-19 must isolate for 10 days AND have resolved symptoms before coming to campus.

Individuals who test negative for COVID-19 may resume campus activities if their symptoms have resolved.

Unvaccinated close contacts of someone who has tested positive for COVID-19 must not come to campus for 14 days from last date of exposure to the COVID-19 positive individual during their infectious period. Please also follow [AHS recommendations for close contacts](#) .

Unvaccinated international travelers entering Canada must quarantine for 14 days unless Canadian Boarder Services Agency (CBSA) has granted a quarantine exemption.

If you meet the above isolation or quarantine conditions, you are not permitted on campus. You do not need to complete a rapid antigen screen until your planned return date to campus and your isolation and quarantine has been lifted.

Continue next page

## 4. Scheduling an Appointment

- On the user homepage, click **"Appointment Centre."**

### Next Steps



**COVID-19 Health Centre**  
Access COVID-19 tools and resources



**Appointment Centre**  
Manage upcoming and past appointments or book a new appointment

- Click on **"Book new appointment."**

### Appointment Centre

Upcoming

Past

No appointments found.


Book new appointment


- Select location for pick up

### Select a location

Select a location for your appointment

University of Calgary has multiple locations where you can receive your test.  
Select a location to view available time slots.

 [Location Name] >

 [Location Name] >

- Select date and time and click **"Book."**

### Book a COVID-19 test for [Location Name]

Select a time slot for this appointment

September 1, 2021

Select an available time slot for this appointment

September 1, 2021 05:00 PM - September 1, 2021 05:15 PM

Book

- You will see the confirmation and QR code you need to present when picking up the rapid tests.
- You will also receive a confirmation email.
  - The email may not have the code. Please take a screenshot of your QR code to take with you to your appointment.*

### Your appointment is booked!



Click on **“Return to Appointment Centre”**.  
Now you will see your appointment listed.

PROFILE  
[Redacted]

TEST TYPE  
COVID-19 Rapid Screen

DATE OF APPOINTMENT  
September 1, 2021


START TIME - END TIME  
05:00 PM - 05:15 PM

LOCATION  
[Redacted]

[Return to Appointment Centre](#)

## Appointment Centre

Upcoming Past


 **COVID-19 Rapid Screen** >  
September 1, 2021 05:00 PM • [Redacted]

[Book new appointment](#)

- If you need to cancel or modify your appointment, click on the appointment.

## Appointment Centre

Upcoming Past

 **COVID-19 Rapid Screen** >  
September 1, 2021 05:00 PM • [Redacted]

[Book new appointment](#)

- At the bottom of the screen, you will find the options for cancelling or rescheduling

[Cancel appointment](#)

[Reschedule](#)

## 5. Reporting Self-Administered Rapid Screening Tests

- Once you have completed your self-administered COVID-19 rapid screening test, **take a clear photo of your test kit result.**

- Go to the user home page and click on **COVID-19 Health Centre**

### Next Steps



#### COVID-19 Health Centre

Access COVID-19 tools and resources



#### Appointment Centre

Manage upcoming and past appointments or book a new appointment

- Go to the bottom of the screen and click on **"Add a test result."**

### COVID-19 Tests



Negative  
Self-reported  
As of Aug 26, 2021

#### Rapid Screening test - Self-administered

Your test sample does **not** contain COVID-19. Please continue to follow your workplace COVID-19 safety protocols.



#### Add a test result

Report a COVID-19 test result



#### View Test History

- Select the type of test, click on Self-administered Rapid Screening Test.

### Select type of test

What kind of test would you like to report?

PCR test

Self-administered Rapid Screening test

- Fill in the test details.

#### Fill in the details of this Rapid Screening Test

When was the test administered?  
Required

Aug 28 2021

What is the test collection type?  
Required

Nasopharyngeal: Panbio Covid-19 Ag Rapid Test Device

What is the test kit lot number?

What was the result?  
Required

Negative

Inconclusive

Positive

Result Photo Upload  
Required

Capture a photo showing the test result so that we can verify your results

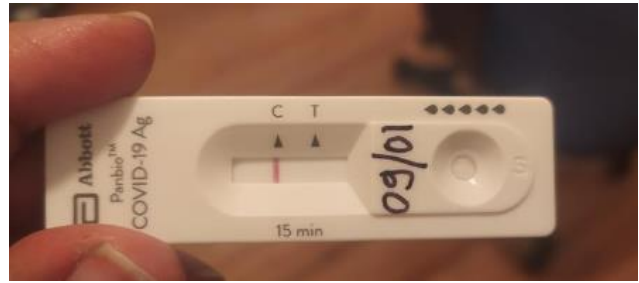


Upload photo

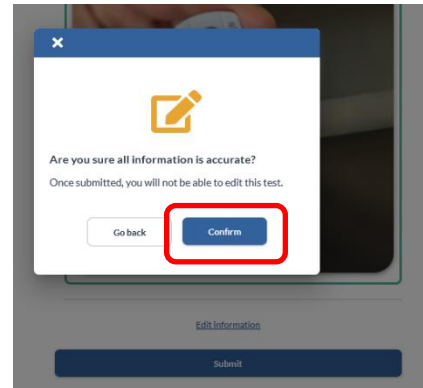
Cancel

Save

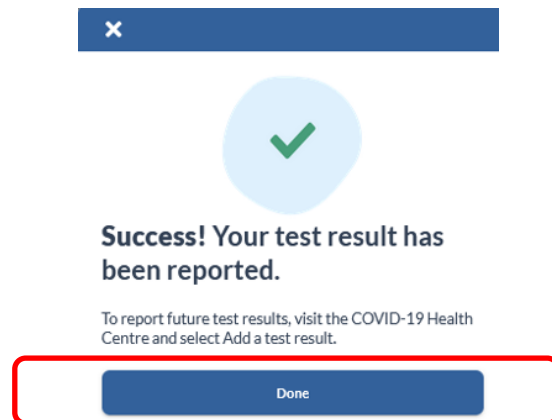
- Click on **“upload photo”** and select the picture from your computer or phone.  
 ⚠️ *As per the instructions included with your test kit, please ensure the photo you upload as the date written on it with the provided Sharpie marker.*
- The picture will show on the screen, click **“Save.”**



- Click **“Submit”** and **“Confirm”** that the information is accurate.

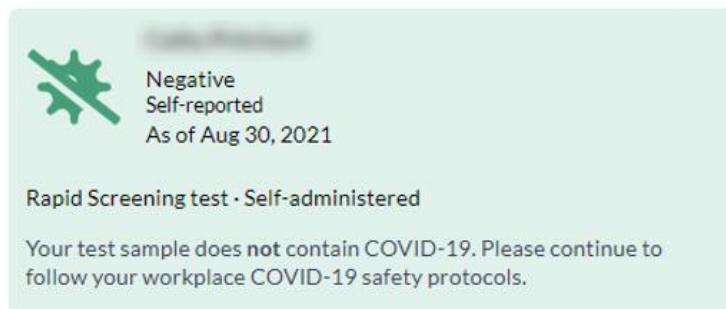


- Click **“Done”** and you will be redirected to the COVID-19 Health Centre.



## Negative Test Result

**If the test is negative, follow all UCalgary COVID-19 safety protocols and submit another test in 3.5 days.**




## Inconclusive Test Result

If your result is inconclusive or you are unsure of the result, please perform another test as soon as possible.

If you obtained two consecutive inconclusive rapid screen test results, please contact [ohn@ucalgary.ca](mailto:ohn@ucalgary.ca).

RESULT

 Inconclusive

 Due to your test result being inconclusive, after submitting this result, please conduct another screening test and input your results again.

### Next steps



Your test result is


 Inconclusive

Your result was inconclusive and is unable to suggest the absence or presence of COVID-19. Please repeat this test again as soon as you can and continue to follow your workplace COVID-19 safety protocols.

OK

## Positive Test Result

If this test result is from a self-administered rapid screen test, use the AHS Online Booking Portal to arrange for a PCR test.

 **DO NOT** come to campus. You will need to stay home and self-isolate for 10 days AND until symptoms resolve.


If you receive a positive PCR test, continue to isolate as directed above.

Please also notify [ohn@ucalgary.ca](mailto:ohn@ucalgary.ca) of your positive test result.

If you receive a negative PCR test, you may return to campus if you are not ill.

RESULT

 Positive

 Your test sample does contain COVID-19. Please continue to follow the workplace COVID-19 safety protocols. **DO NOT** come to work until your quarantine is over.

### Next steps



Your test result is

 Positive

Your test sample does contain COVID-19. Immediately self-isolate and follow quarantine procedures. Follow your local public health guidelines and take care of yourself.



Do not go to work.

Self-isolate and follow quarantine procedures.

OK

[Click here](#) for FAQ information on the UCalgary COVIDSafe Campus Strategy