

Question: Who can see my responses to the wellness check questionnaire?

Answer: The information collected will be shared internally with only those individuals who have a legitimate need to know. Your leader would receive an email notification if you answered “yes” to any of the daily wellness check questions so they can confirm you have completed the required Exposure Questionnaire based on any affirmative response. Also, Edison’s Industrial Hygiene department will be notified if you answered “yes” to confirm completion of the Exposure Questionnaire.

Question: Do I need to complete the wellness check questionnaire daily?

Answer: The wellness check questionnaire is mandatory and must be completed each day an employee reports to an Edison facility, jobsite or customer, vendor, or third-party location for work. The wellness check questionnaire should be completed before you enter the facility or jobsite if you are an exempt employee and at the start of your shift if you are a nonexempt employee. If you feel sick, you should stay home, notify your supervisor and complete the Exposure Questionnaire.

Question: What happens if I don’t complete the wellness check questionnaire daily?

Answer: In an effort to fulfill one of Edison’s core values of safety, employees need to complete a wellness check questionnaire daily. If you inadvertently failed to complete the wellness check questionnaire, your manager/supervisor will instruct you to immediately complete the wellness check questionnaire. Failure to follow this instruction is a violation of the [COVID-19 Temporary Workplace Wellness and Physical Distancing](#) and may result in corrective action.

Question: Do I need to complete the daily wellness check questionnaire even if I am teleworking?

Answer: You do not need to complete the questionnaire on days you are teleworking. However, even if you normally telework, you must complete the questionnaire on any day you need to report to an Edison facility, jobsite or customer, vendor or third-party location for work. Note for nonexempt employees, you need to complete the wellness check questionnaire during your regular scheduled shift.

Question: Do employees need to complete the daily wellness check questionnaire before reporting to the field?

Answer: All employees must complete the self-assessment for symptoms and potential exposure at home before traveling to work and should stay home if feeling sick. Exempt employees (salaried) are expected to complete the wellness check questionnaire before entering the facility or worksite. Nonexempt employees (hourly, including represented employees) must complete the wellness check questionnaire once at the beginning of their shift on Portal if they have access to technology or verbally with their supervisor. All employees need to be fit for duty and should not report to work if they are experiencing symptoms of COVID-19.

Question: Do I need to complete the form more than one time per day?

Answer: No. You only need to complete the wellness check questionnaire once at the beginning of your workday. The application allows each employee to complete the questionnaire once a day. The start of a new day begins at midnight Pacific time. If your shift extends past midnight, there is no need to complete an additional wellness check. Wait until your next shift to perform your next wellness check.

Question: Will the system prompt me every day to complete my wellness check questionnaire?

Answer: No. The primary expectation is that employees will not come to work sick. Stay home, notify your supervisor and complete the Exposure Questionnaire. Employees and supplemental workers are expected to build in the habit of completing the symptom self-assessment at home before traveling to work and then complete the wellness check questionnaire before you enter the workplace if you are an exempt employee or at the beginning of your shift at the worksite if you are a nonexempt employee. The wellness check questionnaire is available on Portal or, for exempt employees only, via a mobile app.

Question: What if I want to change my answer?

Answer: The application allows each employee to complete the questionnaire once a day. At any point, if an employee feels that they are experiencing COVID-19 symptoms, they should contact their supervisor or manager and leave the workplace.

Question: What if I went to lunch and felt sick or felt sick later in the day?

Answer: If you start experiencing COVID-19 symptoms at work, stop work and notify your supervisor/manager. You or your supervisor/manager must complete the Exposure Questionnaire and you must return home immediately. Edison Safety will then contact you with instructions.

Question: How do I know if I have fever?

Answer: If you suspect you have a fever, use a thermometer to check your temperature.

Question: Why do we need to do this?

Answer: The CDC^[1] interim guidelines for businesses and employers responding to COVID-19 recommend that employers responding to COVID-19, including those seeking to resume normal or phased business operations, conduct daily health checks. In addition, several counties in SCE's service area require daily symptom checks at work to reduce the spread of COVID-19. SCE's daily wellness check questionnaire is in response to both the CDC guidance and requirements of several counties.

Question: Will the mobile app be able to trace my location?

Answer: No. The application does not have the ability to track or transmit your location or notify you if you have been near someone who has been exposed to COVID-19. As a reminder, the mobile app is only available to exempt employees.

Question: What should I do if I have allergies or other underlying preexisting medical conditions and believe my symptoms are allergy-related or related to my preexisting condition?

Answer: If you experience any conditions similar to symptoms of COVID-19, be extra diligent and don't assume the symptoms are allergy-related or related to a preexisting condition. Take your temperature regularly, avoid contact with others, wear your facial covering and call your doctor or Teladoc to confirm whether your symptoms are allergy-related or related to a preexisting condition. A formal clinical evaluation by telephone, either from your doctor or Teladoc, is important to ensure your symptoms are related to allergies or a preexisting condition and not linked to COVID-19. If instructed by a medical professional or if your symptoms worsen, you should stay home and talk to your doctor about possibly getting tested for COVID-19.

^[1] <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

We've seen situations where employees assumed their sickness was simply allergies and later discovered it was the start of something more.

Question: Is VPN needed to access the daily wellness check questionnaire?

Answer: No.

Question: Should supervisors and managers maintain a copy of the employee's responses to the daily wellness check questionnaire if the employee does not have access to the web application or mobile application?

Answer: No, the supervisor or manager should not maintain a copy of the employee's responses.

Question: What do supervisors and managers do for employees who do not have access to the web application and subsequently a mobile application?

Answer: Employees can view the signs at their respective facilities for the wellness check questionnaire. Additionally, supervisors and managers can download a PDF file of the wellness check questions and make the questions available to employees who do not have access to this technology. Employees who do not have access to this technology will verbally provide their responses to their manager or supervisor.

Question: Will visitors and contractors be required to complete this daily wellness check questionnaire?

Answer: Yes, hosts of visitors will need to ask their visitors specific questions to determine if they pose a risk to our workers. [Review screening guidelines and questions](#). For additional guidance, see the [COVID-19 Temporary Workplace Wellness and Physical Distancing](#) policy on the COVID-19 Portal page. As a reminder, visitors are only allowed on-site for critical business needs.

Question: Who do I contact if I am having technology problems with the web application?

Answer: Call IT Service Desk at PAX 51234 or at (949) 587-5534.