

## Is your Prodensity Campus Pass **Red**?

### **Did you accidentally answer “yes” while clocking in for your shift (either on a Kronos timeclock or on a Hopkins workstation)?**

If you reported symptoms in error, your campus pass will be automatically cleared within the next day ***if*** you do not have an existing open case with the JHCCC. **No further action is necessary. You do not have to contact JHCCC if this was an error.**

### **What happens if I answer ‘yes’ to the Kronos COVID Attestation question?**

Employees of the JHH, JHHS, or JH Homecare Group are required to clock in at the start of every shift. After you in-punch, a COVID-19 Attestation question appears which asks whether you have had any recent COVID symptoms or exposures. When you answer “yes,” your name goes onto the Kronos Attestation Report, which is generated twice a day to the JHCCC. The JHCCC will subsequently send an email notification to the employees listed, as well as their managers (as listed in SAP) of their positive attestation.

### **Did you receive an email regarding a “Kronos Attestation Alert”?**

If you answered “yes” to the Kronos COVID Attestation question, you will receive a Kronos Attestation Alert. Please read the email instructions carefully.

If this was an accident, your campus pass will be automatically cleared within the day.

If you accurately reported symptoms and/or an exposure, please contact the JHCCC for further instructions.

### **Are you a manager who received a “Manager Kronos Attestation Alert”?**

If you received this email alert from the Kronos email notifications team, you are listed as the manager of an employee who either reported symptoms or an exposure, using the Kronos COVID Attestation.

If you have questions pertaining to your individual employee, you may contact us at [OHS-ECCC@jhmi.edu](mailto:OHS-ECCC@jhmi.edu) and we will be happy to assist you. **Your employee is only required to contact the JHCCC if they are having symptoms or have an exposure to report.**

### **My campus pass is red, and I have no COVID symptoms, exposures, or open cases with the JHCCC. What do I do next?**

1) If you were recently posted off-duty by the JHCCC, but have been returned to campus, please contact the JHCCC for further guidance.

2) Log into [VMS](#) (Vaccine Management System) to confirm that your COVID and Influenza vaccinations have been recorded. If you do not see your vaccine documentation, please upload these into VMS.

3) If you have completed the above 2 steps and still have a red campus pass, email [prodensity@jh.edu](mailto:prodensity@jh.edu) for further assistance.

**Do you have current COVID symptoms and/or a new COVID exposure to report?**

- If you have any new COVID symptoms, you may self-schedule a COVID test through your Hopkins [MyChart](#) or call the JHCCC for assistance.
- If you have a new COVID exposure, with or without symptoms, please call the JHCCC at 443-287-8500, option 1.