MDOT SHA Visitor COVID-19 Screening Application Guide
For MARTCP Training Programs

All visitors entering a MDOT SHA facility must complete the COVID-19 facility screening process each calendar day they are at a site. Visitors may screen using the kiosk located at the security desk within the MDOT SHA OMT/OOC Building #4 on the Hanover Complex Campus, located at 7450 Traffic Drive, Hanover MD 21076. Visitors may also choose to screen on their smartphone or other internet connected device via our web application at https://apps.roads.maryland.gov/SHACOVID19/ .Visitors who choose to use their smart device should screen prior to entering the building to speed their entry process. A visitor will need to show a **green approval message** (found near end of document) to enter the MDOT SHA facility. When screening through the web application, use the dropdown lists to select the application choices shown below and each student should enter their own personal details where applicable. Once "Training" is selected as the reason for the visit, the visitor will be required to enter the details below in the *****POC/Comments box**

Once your specific information is entered into the application, click "Log in" to begin answering the screening questions **truthfully for the protection of everyone at the facility**. For the sake of the examples below, all questions were answered as "No," please answer each question based on your current state of health.

PLEASE USE EXTRA CARE WHEN READING THE QUESTIONS AND PROVIDING YOUR ANSWERS

MARYLAND DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

Covid Screening

Have you developed ANY of the following symptoms of COVID-19 infection in the last ten (10) days:

- Fever (either subjective, or measured) or chills?
- Cough?
- Shortness of breath or difficulty breathing?
- Fatigue?
- Muscle or body aches?
- Unusual headache?
- New loss of taste or smell?
- Sore throat?
- Congestion or runny nose?
- Nausea or vomiting?
- Diarrhea?

○ Yes
◉ No

Next

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Covid Screening

Have you had a positive test for COVID-19 infection within the past ten (10) days?

○ Yes
◉ No

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Covid Screening

Within the last ten (10) days, have you been within six (6) feet for longer than 15 minutes with someone who has suspected or confirmed COVID-19 infection, WITHOUT taking proper precautions like wearing a mask and frequently washing your hands during this contact period?

- Yes
- ● No

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● ● ●

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Based on your response, you are cleared to enter MDOT SHA (Hanover - Bldg 4) facility for today (8/26/2020).
Please be prepared to show this confirmation at the screening check point either by screenshot or email confirmation.

Name: **TESTFIRST TESTLAST**
Phone: **4105825500**

Screening Date:
● **8/26/2020**
5:16 PM
Application#: **19056**

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A few suggestions are being offered to simplify the screening process and reduce issues encountered by users of the application on their smartphone:

1. If you are having difficulty reading the screen, the "pinch to expand" capability exists on most smartphones and in many cases, rotating the screen to landscape versus portrait, will make the text appear larger as well.
2. If you receive one of the following messages in the screenshots, <mark>do not choose "Ok" unless you meant to answer "Yes" to that question.</mark> If you choose **"Yes"** accidently, choose **"Cancel"** to return to the previous screen and change your answer.
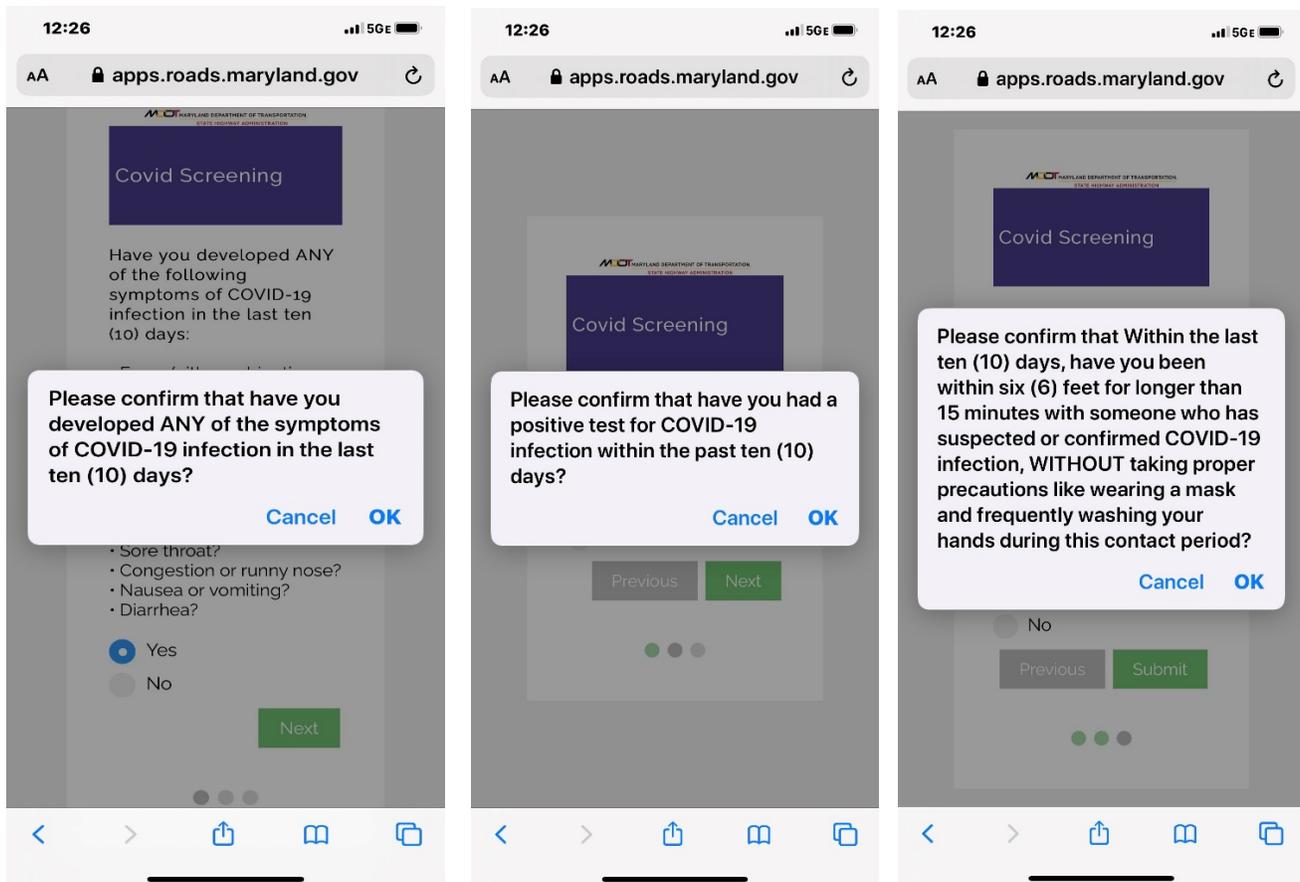
Once your screening is complete, you will receive a **green** approval or **red** denial message which must be shown to the facility screener. **When screening on a smartphone, it is suggested to "screenshot" the browser approval message to facilitate retrieval when needed again to enter the facility on that date.**

If you get a red denial message, you will not be allowed to enter the facility, even if you answered "Yes" by mistake. If you are denied entry due to an error, you will need to contact the Office of Homeland Security & Occupational Safety via email at SHASecurityTeam@mdot.maryland.gov stating "the mistake you made and that you can answer "NO" to all three questions once unblocked." The Security Team will attempt to get you cleared as quickly as possible so you can rescreen for entry, but we cannot guarantee a timeline.

If your truthful answer is "Yes" to any of the questions, you will not be allowed to enter the facility or any MDOT SHA facility until cleared by the MDOT SHA Chief of Medical Services. Please contact Dr. Edwin Becraft

via email at EBecraft@mdot.maryland.gov and he will analyze your situation and provide guidance on getting cleared for entry.

==**Please do not attempt to enter the building if you receive a red denial message. Attempts to enter the facility will be viewed as "trespassing," which may lead to criminal charges.**==

Any questions about the screening process and use of the application should be sent to the SHA Security Team email address shown above.

Your compliance with this screening protocol is highly appreciated. This will help in keeping these facilities a safe work environment for all!

Thank you!

Darien L. Manley, Director
Office of Homeland Security& Occupational Safety
MDOT State Highway Administration