



# The Cardinal Employee Self-Check User Guide

The Cardinal Self-Check is a self-report survey about your attitudes and opinions related to coronavirus risk factors. The survey can be used as a work ready self-check to help assess your readiness to return to work and/or to a campus setting. The survey is designed to help measure employees' self-reporting of the absence of relevant coronavirus symptoms. The survey also assesses risks associated with social gatherings where physical distancing (aka social distancing) and mask wearing are not practiced. This is relevant if you are returning to work or currently working. The survey can be used at any time as a self-check tool that helps to organize your thoughts and experiences related to self-managing coronavirus risk factors<sup>1</sup>.

## FIFTHTHEORY FUSION SELF-CHECK APP

The Self-Check app is divided into three sections.

### 1. My Activity

This section includes buttons for launching Self-Check surveys, such as the Cardinal Self-Check.

### 2. About

This section includes information about the app and links to the FifthTheory web site and privacy policy.

### 3. More Info

This section includes links to the University of Louisville COVID-19 resource website and the CDC website for information on COVID-19. When clicking on the links you will receive a notice that you are going to a third-party site for information.

## COMPLETING THE CARDINAL SELF-CHECK SURVEY

The Cardinal Self-Check survey is brief and should only take one to two (1-2) minutes or so to complete. Your responses are completely confidential, so please be candid in your answers. For each statement or question you should select the answer that best reflects your situation. You need to candidly answer all of the questions in order to get your results at the end of the survey.

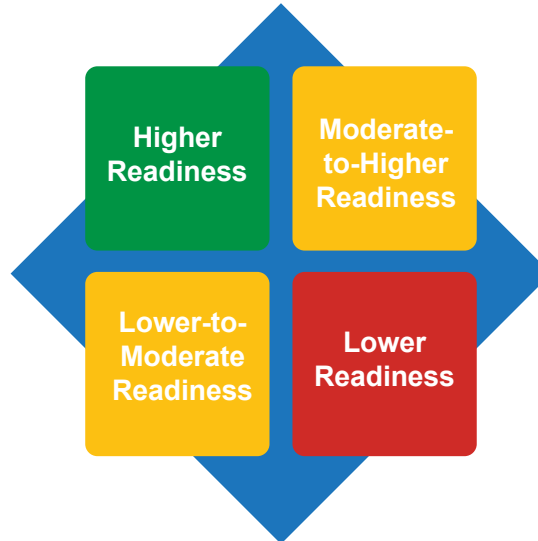
You should answer the questions in the order that they are presented. When answering in this way, the screen automatically advances to the next set of questions once all questions on the screen are completed. If you do not answer the questions in order on the screen, you will need to use the "Next" button on the bottom of the screen to advance to the next set of questions. If you need to go back and change an answer, you can use the "Back" button on the bottom of the screen.



<sup>1</sup> It is important to remember that the Cardinal Self-Check survey is not a medical screening assessment. If you feel you may need COVID-19 testing or treatment, we encourage you to consult with your healthcare provider. Instead, the survey was designed to get you objective feedback on your attitudes and behaviors related to your readiness to return to work and/or to a campus setting

## READINESS TO RETURN TO WORK EVALUATION

After completing the survey, you will receive a “Readiness to Return to Work” evaluation based on your responses to the questions. This outcome is based on your own self-reporting and is not a medical test. All faculty and staff, regardless of their score on this self-check, are encouraged to keep themselves informed about the coronavirus by visiting the University of Louisville [COVID-19 resource website](#). There are four possible “Readiness to Return to Work” groups that can be reported on your self-check:



### 1. Higher Readiness

Based on responses to the Cardinal Self-Check, persons who receive a “Higher Readiness” profile usually have no significant self-reported concerns. The Higher Readiness group typically feels fully available to return to work and/or to a campus setting. This group is also *less likely* to engage in social gatherings where physical distancing (aka social distancing) isn’t practiced, and face masks are not worn consistently. (This self-assessment is not a medical screening test.)

### 2. Moderate-to-Higher Readiness

Based on responses to the Cardinal Self-Check, persons who receive a “Moderate-to-Higher Readiness” profile might have some very minor concerns related to their current readiness to return to work and/or to a campus setting. Their limited concerns could be a few relevant symptoms or related issues that they are self-monitoring. Proper follow-up with [Campus Health](#) is also an option. This group needs to remember to avoid risky social gatherings where physical distancing (aka social distancing) is not practiced, and face masks are not worn consistently. (This self-assessment is not a medical screening test.)

### 3. Lower-to-Moderate Readiness

Based on responses to the Cardinal Self-Check, persons who receive a “Lower-to-Moderate Readiness” profile probably have some concerns related to their current readiness to return to work and/or to a campus setting. Their concerns could be associated with relevant symptoms or related issues that they are still concerned about. Follow-up with both the University of Louisville [Campus Health](#) and the [COVID-19 resource website](#) is encouraged. This group might also need to overcome temptations to engage in social gatherings where physical distancing (aka social distancing) isn’t practiced, and face masks aren’t consistently used. (This self-assessment is not a medical screening test.)

### 4. Lower Readiness

Based on responses to the Cardinal Self-Check, persons who receive a “Lower Readiness” profile typically report a few concerns and may not be ready and available to return to work and/or to a campus setting at this point in time. Typical concerns reported by the Lower Readiness group could be relevant symptoms or some feelings of distress that they are quite concerned about. This group is also more at risk to engage in social gatherings where physical distancing (aka social distancing) isn’t practiced, and face masks might not be regularly used. Follow-up with both the University of Louisville [Campus Health](#) and the [COVID-19 resource website](#) is encouraged to learn how to best avoid these high-risk behaviors. (This self-assessment is not a medical screening test.)

## FREQUENTLY ASKED QUESTIONS

### ***What is the purpose of the Cardinal Self-Check?***

The Cardinal Self-Check is designed to be used as a work readiness self-assessment. Use of the Cardinal Self-Check empowers individuals to complete a standardized self-assessment on a daily basis if they choose that allows them to gauge their readiness to attend work and participate in work activities on campus.

### ***Is the Cardinal Self-Check a medical test?***

The Cardinal Self-Check is not a medical test. The Cardinal Self-Check is a self-assessment tool designed to evaluate individuals' attitudes about coronavirus risk factors. While not a medical diagnostic test, this type of work readiness and availability measure does provide employees with a forum to determine whether they feel ready to return to work and/or participate in work activities on campus.

### ***How many times can I complete the Cardinal Self-Check?***

The Cardinal Self-Check can be completed as often as you like to help determine if you are ready to return to work or continue working on campus.

### ***What does my Cardinal Self-Check evaluation mean?***

Cardinal Self-Check evaluations are based on your responses to the survey. Individuals who score higher on a measure of work readiness and availability are motivated to return to work and self-report being relatively free from any relevant COVID-19 risks and symptoms. Individuals who score lower on a measure of work readiness and availability are indicating that they do not feel ready to return to work and/or participate in work activities on campus. Lower scoring individuals might also self-report that they are experiencing symptoms of COVID-19 that prevent a safe return to working on campus.

### ***What if I am Asymptomatic for COVID-19 Symptoms?***

This Self-Check is a tool that allows individuals to examine their self-reported symptoms. COVID-19 affects people in different ways. The range of symptoms for individuals with COVID-19 include asymptomatic, mild, and severe symptoms. Asymptomatic individuals might not experience any symptoms at all. Therefore, it is important to view the Self-Check tool as one of many resources to combat your risk against the coronavirus. Wearing masks, engaging in proper hygiene, and practicing safe physical distancing are also essential prevention strategies.

### ***Is the Cardinal Self-Check a perfect predictor of one's readiness to return to work?***

There are no perfect predictors of individuals' risk to return to work or participate in work activities on campus. Research suggests that all measures of COVID-19 have some degree of error in prediction. However, the Cardinal Self-Check has been scientifically validated according to professional standards so that higher scores mean less risk, on average. Still, individuals are encouraged to use a wide variety of information resources, assessment tools, and personal self-care networks to ensure that they are fully ready to return to campus to work. The University of Louisville's [COVID-19 resource website](#) is a key resource. The Cardinal Self-Check is a scientifically based tool that serves to empower individuals to be able to take a self-check on a daily basis, if necessary, to ascertain their readiness to attend work.

### ***How do my scores relate to physical distancing and wearing a face mask?***

Research shows that higher Cardinal Self-Check scores, which mean higher readiness to return to working on campus, are associated with a lower tendency to attend social gatherings where physical distancing is not consistently practiced, and face masks are not worn by all attendees. Conversely, lower scores are associated with more temptation to participate in higher risk social gatherings. Therefore, monitoring your Cardinal Self-Check score on a weekly or even daily basis will help to remind you not to participate in such high-risk social settings.

### ***Who else has access to my Cardinal Self-Check responses and evaluation?***

Your Cardinal Self-Check responses are anonymous. Your Cardinal Self-Check evaluation is only displayed to you on the FifthTheory Fusion Self-Check App. Group data that does not contain any personal identifiers can be analyzed by schools in order to provide relevant training and awareness programs.

## BEST PRACTICES FOR REDUCING THE SPREAD OF COVID-19

In addition to monitoring your self-reported symptoms on a regular basis, it is also important to adopt attitudes and behaviors that can help reduce the spread of the coronavirus. Acting responsibly, practicing physical distancing, and engaging in a variety of preventive behaviors can help reduce the spread of the virus as well as reduce the risk of becoming infected. These coronavirus prevention attitudes and behaviors are reviewed on the University of Louisville [COVID-19 resource website](#). Some behaviors that can be utilized to help reduce risk include the following:

- Acting responsibly to help reduce the rapid spread of COVID-19
- Being open to learning about the virus and educating others
- Understanding the importance of self-isolation and quarantining strategies
- Being open to testing and treatment if you think you have the virus
- Practicing “physical distancing” by avoiding unnecessary social settings
- Being open to remote learning and avoiding large gatherings
- Staying a safe 6 feet away from others whenever possible
- Wearing a face mask when in public
- Washing hands regularly and avoiding shaking hands
- Coughing and sneezing into your elbow or handkerchief
- Regularly disinfecting counter tops, doorknobs, and other surfaces
- Avoiding crowded restaurants, buffets, and open food courts
- Storing sufficient quantities of medicine, food, and water

The University of Louisville will invite employees to anonymously complete the Coronavirus Behavioral Health Mindset (CV-BHM) survey on a monthly basis to assess if individuals are engaging in safe behaviors that will prevent the spread of this virus. These surveys will also be provided in an anonymous manner and the results will be shared with faculty and staff.

**Disclaimer.** The Cardinal Self-Check is used for informational purposes only. That is, the Cardinal Self-Check aims to empower employees by increasing self-awareness related to employees’ self-reported readiness to return to work and participate in work activities on campus. The Cardinal Self-Check does not constitute a medical test and does not yield medical advice. The Cardinal Self-Check is not intended to be a substitute for, or replace, professional medical advice, diagnosis, screening, or treatment. The Cardinal Self-Check is also not a medical screening test for the presence of COVID-19. Therefore, always seek the advice of a physician or other qualified health provider with any questions you may have regarding a medical condition such as COVID-19. Never disregard professional medical advice or delay in seeking advice because of any feedback you received with the Cardinal Self-Check.

FifthTheory specifically disclaims any liability, loss, or risk, personal or otherwise, that may be incurred as a consequence of any individuals’ exposure to the coronavirus, regardless of their use or not of the Cardinal Self-Check. Also, since the Cardinal Self-Check relies on self-report data, all information provided by FifthTheory is without warranty of any kind, express or implied, including but not limited to warranties of performance and fitness for a particular purpose. Finally, FifthTheory will not be liable to any student or employee for any decision made or action taken in reliance to the use of the FT Fusion App and any feedback provided by the Cardinal Self-Check.

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