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

Instructions for users with a UCalgary email address

**Mandatory**

1. Accessing your account
2. Completing your Vaccination Attestation Form

**You are exempt from Steps 3-5 if you are not coming to campus or have declared full vaccination**

3. Completing your COVID-19 Self-Assessment
4. Scheduling an appointment
5. Reporting Self-Administered Rapid Screening Tests

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

1. Accessing your account

- Navigate to the UCalgary COVIDSafe user homepage: [https://ucalgary.ca/covidsafe-campus](https://ucalgary.ca/covidsafe-campus)
- Log in to your account by clicking on Log in to Thrive

- You will be asked to login to Thrive via the normal University of Calgary Central Authentication Service process

- From your Thrive home page, you will see a few task cards indicating next steps available to you:
  - **COVID-19 Health Centre**: This is where you can schedule a rapid screening appointment, view your bookings, and upload a self-administered rapid screening or diagnostic PCR test result.
  - **Complete your COVID-19 self-assessment**: Here you will be guided through the standard COVID-19 questionnaire.
  - **Appointment Centre**: You will only be able to book an appointment after completing a COVID-19 self-assessment.
  - **Complete your attestation form**: Here you will be able to report your intent to attend campus and your vaccination status. If your intent to attend campus or your vaccination status changes, you can go back and edit the attestation.
Mandatory

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 in No, no further action is required.
• 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.

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 [1] and the Student Non-Academic Misconduct Policy [2], and may result in discipline in accordance with the applicable policies and procedures.

Required

• Now it is time to declare your vaccination status and click **Submit**.” If you answer **Yes**, 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.

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

Required

• In 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, click on Care Network.

• Click on University of Calgary Vaccine Reporting Journey.

• You can now view your completed tasks.
You are exempt from Steps 3-5 if you are not coming to campus or have declared full vaccination

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.

In a medical emergency, always call 9-1-1 or visit the nearest emergency department.
• If you answer all the questions **No**, you will be given a “green” status. You now may 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](image)

• If you answer **Yes** one or all the questions **No**, you will be given a “red” status.

![COVID-19 Self-Assessment Status](image)
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4. Scheduling an Appointment

- On the user homepage, click Appointment Centre.

- Click on Book new appointment.

- Select the location for pick up.
• Select date and time and click **Book**.

![Book a COVID-19 test](image)

- 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 screen shot of your QR code to take with you to your appointment.**

![Your appointment is booked!](image)

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

![Appointment Centre](image)
• If you need to cancel or modify your appointment, click on the appointment.

![Appointment Centre]

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

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

  ![COVID-19 Tests](image)

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

- 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 ▼ 25 ▼ 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 ▼
• 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.

Success! Your test result has been reported.

To report future test results, visit the COVID-19 Health Centre and select Add a test result.

Results:

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.

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 of your positive test result.

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