

Job Aid – COVID Reporting



ESSEX 88 Â Q Search A My Team Management
To report a positive case of COVID-19, follow the below steps to Report a Safety Incident. My Team Ann Perkins (415662) 1. Visit the "My Team Management" Application on your IT Support Analyst I Irvine Regional Office (Derian) Workday Home Screen. 2. Under My Team, identify the associate and use the April Ludgate (415652) 🚥 IT Support Analyst II Irvine Regional Office 2 Actions related actions button next to their name. Worker 3. Hover over Safety Incident. April Ludgate Francisco Daniel Donna Meagle (415657) IT Support Analyst II 4. Select Report Safety Incident. Regional Office (Derian Work Address 17461 Derian Ave #110 Irvine, CA 92614 United States of My Team's Upcoming Time (Sugar Trees America View Team Job Present. Organization Leslie Knope (415647) Safety Incident View Support Analyst II Report Safety Incid eslie Knope (415647) 4 Location Irvine Regional Office (Derian) Unboarding Create Document | Create Notice to Employee (CA) | Overdue by







11. Under Notes and Files: Use the + symbol to add a row to enter any additional notes (Optional)

12. Under Attachments: Use the "Select Files" to attach any necessary documents. (i.e. test results, Dr. notes, etc.)

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11 🕀	Date	Subject	Note from witness ?
		No Data	
14			
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Attachmen	ts	Drop files here	

Involved Parties are any Essex Associates that have reported a positive COVID-19 Result or may have been involved / potentially exposed.

- 13. Click on "Involved Parties" to view additional Tab.
- 14. Use the chevrons to expand optional data sections.
- 15. Use the "Add" Button to add any additional Involved Parties.

Note: When Submitting, at least 1 Involved Party is required.

When you have completed adding all necessary details – Click **Submit** to route this to HR.

What to Expect Next? Immediately, after submitting this task, you will receive an e-mail with additional questions. Please reply to this e-mail <u>as soon as possible</u> otherwise, the COVID taskforce will not be alerted.

Other Tasks:

- Use the "My Team Management" Application to View Safety Incident
 - Use the related actions to make any necessary updates.

(My Team Management Application > View > View Safety Incident)

Notes and Files	Involved Parties							
④ Add 15	•							
April Ludgate	April Ludgate Involved Party							
	V Name and Contact Information							
Worker × April Ludgate (4				gate (415652) ··· :Ξ				
		First Name April						
Last Name Luc			Ludgate					
	Phone Number							
		Position	IT Support Ana	lyst II				
		Organizations	Chris Traeger (415677)				
			Essex Property Trust, Inc. John Burkart (4180) Leslie Knope (415647) Michael Scholl (4150)					
		Michael Sorial (4159) More (2)						
		Worker Description of Incident						
> Nature of Injury/Illness								
> Time Lost								
14 > Notes								
Submit Save for Later Cancel								