

Onsite Health Screening Site Coordinator Guide.

To earn the \$150 gift card, participants need to complete the Health Assessment, one well-being activity and a Health Check. Health check options include: a dental cleaning, one coaching call or a biometric screening. Biometric screenings can be completed by filling out the Health Care Provider Form, requesting a home test kit or participating in an onsite health screening. This guide will help employers who are interested in scheduling an onsite health screening event at their location.

Screening Overview.

- WebMD Health Services partners with Quest Diagnostics to provide onsite health screenings.
- Your point of contact: Katie Storlie, WebMD Health Service's Screening Coordinator:
 - kstorlie@staywell.com.
 - 651-681-3318.
- Services provided during onsite screenings:
 - Values collected: height, weight, waist, blood pressure, triglycerides, glucose, HDL, LDL, and total cholesterol.
 - 3 - 5 minute review of results.
 - Total appointment time: 15 - 20 minutes.

COVID-19-Event Safety Enhancements.

- The screening room will be limited to 10 people at a time.
- Screening providers will cleanse and sanitize supplies before and during the event, including high touch items between participants.
- Screening providers will wear masks, plastic shield, and gloves from the time of arrival through the event.
- Screening providers will have temperature checks prior to the event.
 - If the screening provider has a temperature above 100.4°F, they will not work the event.
- All tables must be 8-10 feet apart in the screening room.
- Spaces will be marked on the floor to ensure participants social distance while they wait.
- Participants are required to wear a mask to their appointment.
- Registration clerks are mandatory for all events. Responsibilities include:
 - Managing participant sign-ins and walk-ins.
 - Sanitizing the registration station throughout the event.
 - Quest will provide a registration clerk for events with 75 or more timeslots.
 - If the event has less than 75 timeslots, the site coordinator is responsible for acting as the registration clerk or designating someone to do so.



Requesting an Event.

- Submit request a minimum of 60 days prior to preferred event date at <https://www.surveymonkey.com/r/wellwi>.
- Event will be a minimum of 4 hours long and requires a minimum of 20 participants.
- Provide an alternate date.
- Reserve room for dates requested:
 - Allow for 60 minutes of set up time prior to the start time.
 - Allow for 60 minutes of tear down after the end time, which will be communicated at the time of event confirmation from WebMD Health Services.
- Receive event confirmation from WebMD Health Services within 2 weeks of submission.
- Contact Katie Storlie for additional detail or to discuss special circumstances.

Promoting the Event.

- Onsite coordinator is responsible for promoting the event to location employees.
- Use communication pieces provided by WebMD Health Services to encourage registration and participation.
- WebMD Health Services will provide weekly registration updates via email beginning 4 weeks out from event. The number of projected attendees may be adjusted up to 10 business days before the event depending on availability of staff and supplies.

Day of Event.

- Provide tables, chairs, and trash cans in screening room. Screening staff will arrange upon arrival.
- Meet screening staff 60 minutes prior to the start of the event so they can set up the room and run quality checks on their equipment.
- For the screening equipment to function properly, the recommended room temperature is 65-75 degrees
- Post directional signage to assist participants with finding the room location, particularly if you are opening your event to participants outside of your organization.