COMPLETING THE SYMPTOMS TRACKER DAILY

All Carleton Students, Staff, and Faculty on-campus are expected to complete a daily exposure and symptom tracking form on the MySHAC student portal. Follow the instructions below to complete the Daily Tracker Form.

- Access the form at [https://go.carleton.edu/mySHAC](https://go.carleton.edu/mySHAC)
- Log into the Student Portal with your Carleton username and password.
- Select the COVID-19 button on the top of the page (on a desktop) or in the menu button on a mobile device.
• Click the Symptoms Tracker Form.

• Complete the questions and select Submit when done.

• Your COVID Status will update on the Portal. You will see a colored indicator of your current COVID status.
  o **Positive (Red)** = you have received a positive test result and/or indicated COVID-19-like symptoms on your Daily Tracker Form. Please stay home and isolate. Please contact your healthcare provider to discuss your symptoms and receive guidance regarding care.
  o **Negative (Green)** = you are negative for symptoms or exposure. You are cleared to attend class and/or be on campus.
  o **Awaiting Medical Consult (Purple)** = you have indicated COVID-like symptoms. Please stay home. Do not go to class or work. A SHAC medical staff will contact you.
  o **Pending (Yellow)** = you have a COVID-19 test pending. Please isolate until results have been received.
  o **Documented Exposure (Orange)** = you have indicated a possible exposure to COVID-19 on your Symptoms Tracker Form. Please stay home and quarantine. Please call 507-222-5119 to be in touch with a member of the Carleton Contact Tracing Team.
  o **No Data (Black)** = you do not have a status. This is typically your status before you complete the Template Tracker Form for the first time.

• Any student living or attending class on-campus must complete the Symptoms Tracker Form daily to update your COVID Status. Thanks for helping keep our community safe!