

MADONNA CARES

Be healthy • Stay safe

COVID-19 CONTACT TRACING

Madonna University has chosen the [ReturnSafe](#) app to help keep students, faculty, and staff safe as they return to campus this Fall. The ReturnSafe app for mobile devices is a user-friendly, accurate, and efficient way to support COVID-19 screening and contact tracing. It also provides the fastest notification to those potentially exposed to a suspected or confirmed COVID-19 case. The more quickly we inform people of exposure and get them to isolate themselves, the greater our ability to contain an outbreak on campus. The ReturnSafe app is designed to do this while protecting everyone’s privacy. Using ReturnSafe is one way to demonstrate your commitment to the Madonna Cares Pledge to keep one another safe during this pandemic.

RETURNSAFE AT-A-GLANCE

The following chart highlights what the ReturnSafe app is and what it is not, to illustrate how important the app is in helping to slow the spread of COVID-19 on Madonna’s Livonia and Southfield campuses.

The ReturnSafe App	
IS	IS NOT
A contact tracing app used only on Madonna’s Livonia and Southfield campuses.	Collecting contact tracing data when you are off campus.
Able to detect when you have been in proximity to someone on campus for 15 min. or more.	Using GPS to tracking your location or other details.
The most efficient tool to enable quick notification of students and employees of possible COVID-19 exposure.	Used for anything other than tracing exposure to COVID-19.
Used to report self-screening and contact data only to the Chief Health Officer, per government requirements	Sharing data with anyone outside of the Health Center professionals.
In compliance with all HIPAA guidelines to protect your personal health information by encrypting all data.	An invasion of privacy.

RETURNSAFE OVERVIEW

Students, faculty, and staff will install the ReturnSafe app on their personal mobile devices. The app only works on Madonna's Livonia and Southfield campuses. (Instructions for installing and using the app are provided later in this document.)

Everyone in the Madonna community will use the app to report their required daily COVID-19 screening. The requirements for self-screening are described in the [Madonna University Campus Reopening Plan](#).

The Location Services of your phone are **only** used to limit the app to a certain distance from the center of campus, which is called *geofencing*. Bluetooth is used for tracking physical proximity with others while on campus only. It works in the background to track your connections within 6 feet for longer than 15 minutes (the current CDC guidelines) to enable contact tracing should a fellow student or coworker test positive for the virus. To protect your privacy, tracking stops when you leave campus. GPS is not used for contact tracing.

If someone in the campus community reports that they tested positive for COVID-19, the Chief Health Officer (CHO), working with public health officials, will use the list of individuals created by the app, along with classroom and event attendance data, to support the contact tracing process. Because the app has been tracking contacts via Bluetooth, the CHO will immediately get the list of people potentially exposed and will reach out to each individual and provide further instructions. **The name of the person who tested positive will not be shared during this process.**

Our goal is to limit the potential spread of the virus by providing the fastest and most comprehensive notification to everyone potentially exposed, getting them tested, and isolating them as necessary.

Other features of the app that support our efforts to keep everyone safe are:

- LogBook: A manual log that enables you to easily record any contacts you might have off campus.
- Proximity Warning: A gentle reminder to maintain physical distance, you can also receive an alert when you have contact with a fellow community member within 6 feet for longer than a minute. This is an optional feature that you can disable.

There also be a web-based option for visitors to self-screen before coming to campus.

ENSURING SAFETY AND PROTECTING PRIVACY

With everyone on campus using the ReturnSafe app, the Chief Health Officer is better able to monitor the campus community for COVID-19, to ensure everyone is participating in self-screening, and to quickly notify people of potential exposure, while protecting each user's privacy.

Respecting the dignity of all people is one of the University's Franciscan Felician core values. This includes a deep respect for the privacy of students, staff, and faculty. To that end, the ReturnSafe app was selected because:

- Unlike other contact tracing applications, it only tracks your close proximity to others and logs when that meets the CDC guidelines for potential exposure. It does NOT track your location or other details.

- Screening recommendations and contacts are stored and accessible only by the CHO in the campus Health Center, and used strictly for contact tracing purposes.
- Specific screening survey answers are stored, per government requirements, but are visible only to the CHO.
- The app complies with HIPAA requirements for protecting Personal Health Information. All data is encrypted. NO data is shared with third parties.

INSTALLING THE APP

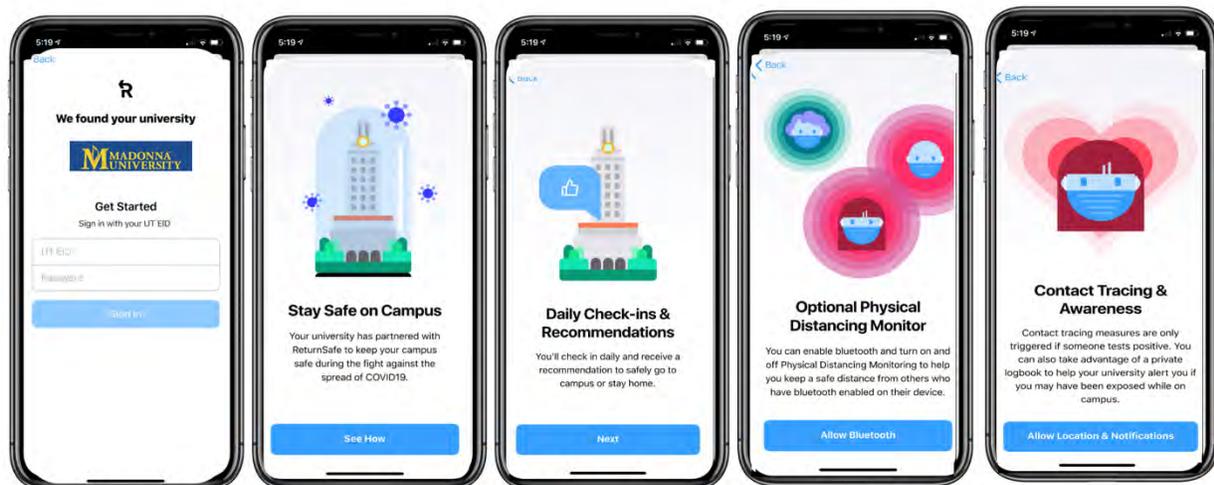
Android users: Install the ReturnSafe app  from the [Google Play Store](#).

iPhone or iPad users: From the Apple App Store, install RScreeener  by Redstone Screening. This is the Apple version of the ReturnSafe app for Madonna.

INITIAL LOGIN AND SET-UP

Step 1: The workspace code that is requested is madonnauniversity (all one word). Login with your university e-mail address and your Active Directory password. For students, this is the same as your MYPortal Password. For faculty and staff, this is the same as your Windows login or email password.

Step 2: A series of screens (similar to the images below) will explain the app and request the necessary permissions to operate the app.

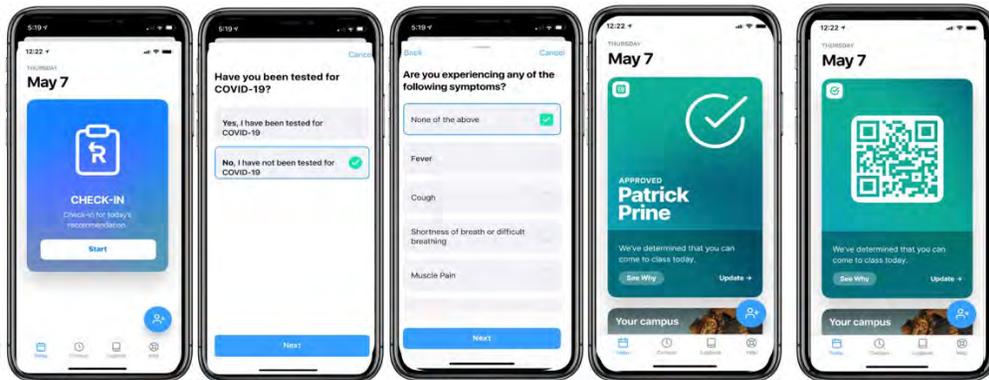


If you have any technical issues installing or using the app, contact the IT Help Desk (734-432-5800, helpdesk@madonna.edu, Teams chat at <https://madonna.edu/helpdesk>, or in person in Room 1106 Admin. Bldg.).

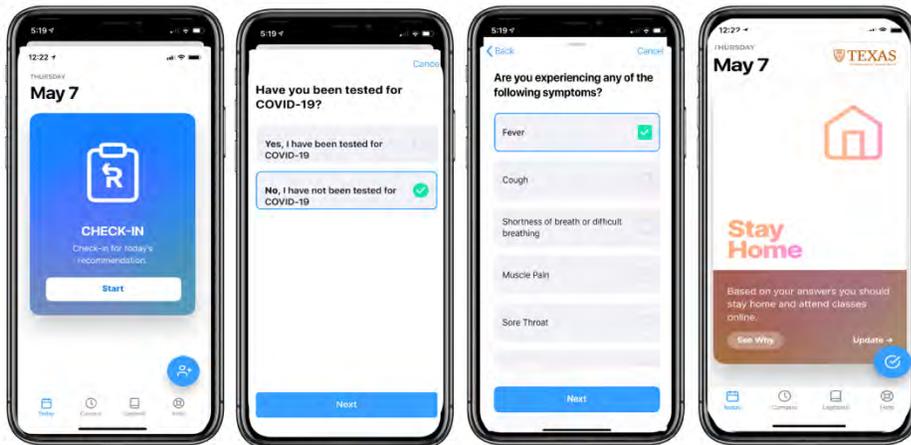
DAILY CHECK-IN SCREENING USING THE APP

Prior to coming to campus or going to class, every student and faculty or staff member is required to complete the daily Check-in Screening to receive the latest recommendations based upon their individual survey responses. The Check-in Screening should take less than one minute to complete. Upon completion of the survey you will receive guidance on whether to come to campus or to contact the Madonna University Chief Health Officer (campushealthofficer@madonna.edu, 734-432-5450).

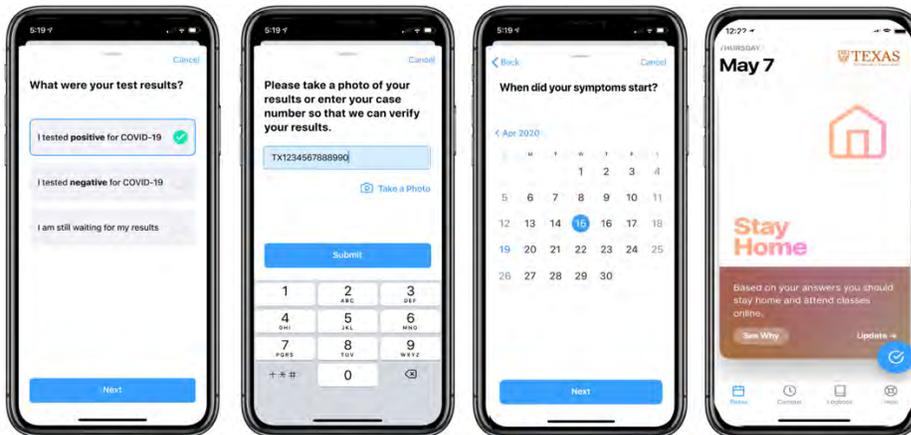
As shown below, if you do not have any symptoms or have not tested positive for COVID-19, you will receive a green boarding pass which clears you to come to campus/class.



If you experience symptoms, you will be asked to stay away from campus (or isolate in your room, if you live on campus,) and contact the CHO for additional screening and potential testing. The screens will look similar to those below, but they will be tailored to Madonna University's COVID-19 screening process.



If you have tested positive for COVID-19, you should report this immediately via the app, as well as to the CHO. You will receive immediate feedback via the app on what to do and the CHO will be notified to begin the contact tracing process.



USING THE LOGBOOK FEATURE

In addition to using Bluetooth to track your proximity to others for 15 minutes or more, the app provides a LogBook for you to add contacts manually. If you have a meeting, go to lunch, or are in contact with someone other than a Madonna student or employee, i.e. a visitor, for a prolonged period of time, you can add them as a new contact, or choose from a list of previous contacts. See the LogBook screen images below. This manual LogBook can augment any contact data collected through the app.



RETURNSAFE PRIVACY AND SECURITY FAQ

Your privacy is important to us. Below are Frequently Asked Questions. If you have any additional medical or privacy question, please contact campushealthofficer@madonna.edu or (734-432-5450). For technical support, please contact the IT Help Desk helpdesk@madonna.edu, 734-432-5800), Microsoft Teams chat at <https://madonna.edu/helpdesk>, or in person in Room 1106)

What are the federal workplace safety guidelines?

Employers have the responsibility to provide a safe and healthful workplace that is free from serious recognized hazards under the General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health (OSH) Act of 1970. [OSHA Guidance on Returning to Work.](#)

What personal information are you storing and where?

First name, last name, Email/phone used to log in

Screening recommendations and contacts are stored and accessible only to the Chief Health Officer (CHO) and strictly for contact tracing purposes.

Specific screening survey answers are stored, per government requirements, but are only visible to the CHO.

How are you securing the data?

Any data captured by ReturnSafe is stored in an encrypted, HIPAA compliant data store, and is accessible only to designated Madonna University administrators.

Are there rules for sharing the data with third parties?

We do not share data with third parties.

What location data is being tracked and where is it being stored, on the phone or in the cloud?

Location data is only used for geo-fencing purposes, so that contact logging is limited to campus.

The ReturnSafe app will not track your contacts outside of Madonna's Livonia or Southfield campuses.

Will I have to login every day or does the app remember me?

After the initial login sequence, you will remain logged into the app. You will need to open the app each day before you go to campus/class to enable contact logging. Opening the app to complete the daily screening survey fulfills this requirement. Whenever possible, please open the app when you are in close contact with others, to maximize the effectiveness of automated Bluetooth contact logging.