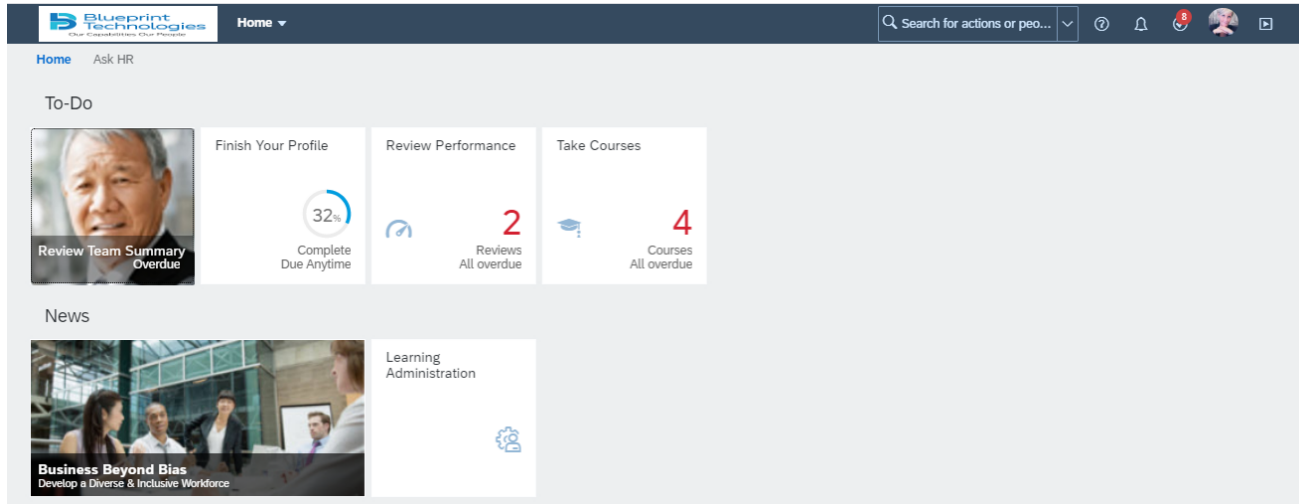


## **Recommendation from BPT (COVID-19) - Risk Assessment**

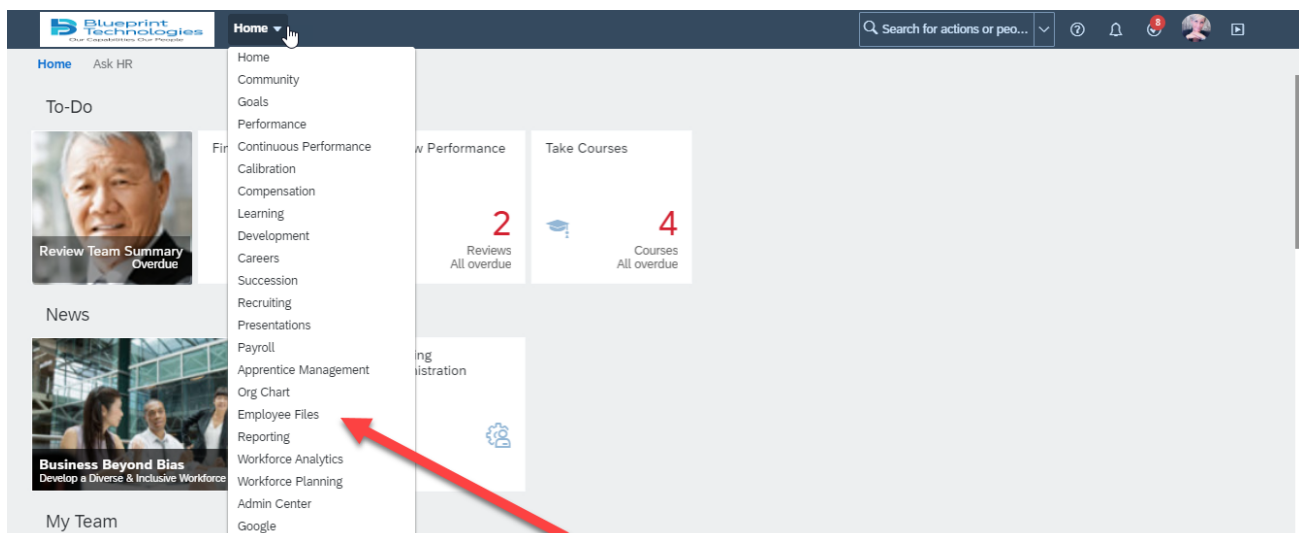


**Prepared by: Blueprint Technologies.**

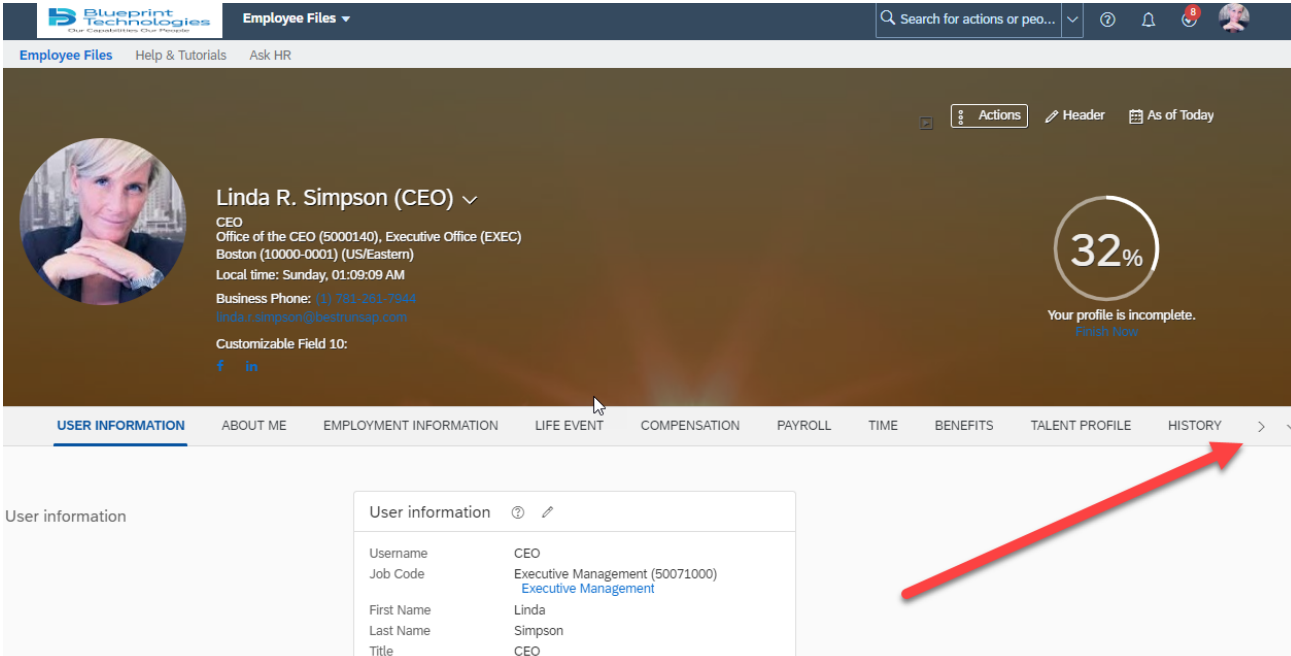
Home page will be displayed as shown below.



To navigate further, please click on home drop down as shown below.



You will be lands on the *My Employee Profile*.



**Employee Files** | Help & Tutorials | Ask HR

**Linda R. Simpson (CEO)** ✓  
CEO  
Office of the CEO (5000140), Executive Office (EXEC)  
Boston (10000-0001) (US/Eastern)  
Local time: Sunday, 01:09:09 AM  
Business Phone: (1) 781-261-7944  
linda.r.simpson@bestronsp.com  
Customizable Field 10:  
f in

32%  
Your profile is incomplete.  
[Finish Now](#)

**USER INFORMATION** | ABOUT ME | EMPLOYMENT INFORMATION | LIFE EVENT | COMPENSATION | PAYROLL | TIME | BENEFITS | TALENT PROFILE | HISTORY >

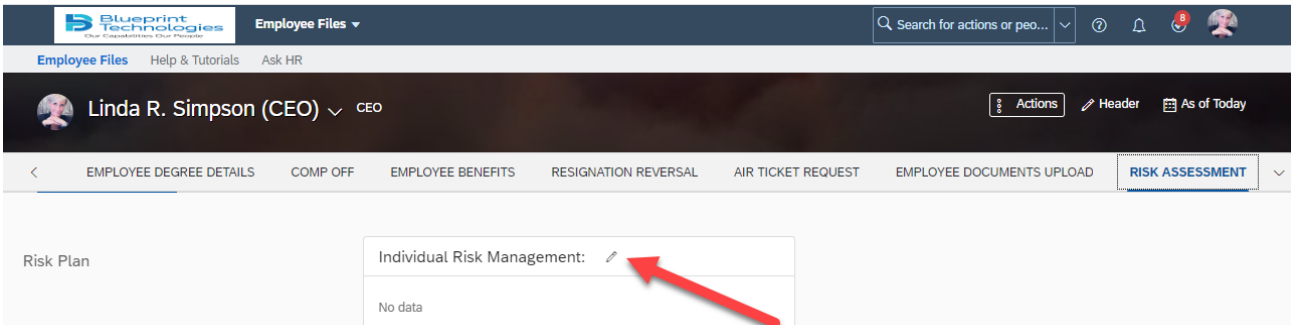
User information	
Username	CEO
Job Code	Executive Management (50071000) <a href="#">Executive Management</a>
First Name	Linda
Last Name	Simpson
Title	CEO

Scroll down to reach *Risk Assessment* portlet or click on the shown right arrow mark *Risk Assessment* section will be shown.

Click on *Risk Assessment*.

The system navigates you to **Individual Risk Management**.


Click on edit button which shown below.



**Employee Files** | Help & Tutorials | Ask HR


**Linda R. Simpson (CEO)** ✓ CEO

**EMPLOYEE DEGREE DETAILS** | **COMP OFF** | **EMPLOYEE BENEFITS** | **RESIGNATION REVERSAL** | **AIR TICKET REQUEST** | **EMPLOYEE DOCUMENTS UPLOAD** | **RISK ASSESSMENT**

Risk Plan
Individual Risk Management: 
No data

Once you click on the edit button, the below shown form will be opened.

Individual Risk Management: ?

\*When would you like your changes to take effect?  
 

Individual Risk Details 🗑️

\*Event Type

\*Event Name

Risk Status

Location of Employee

Has employee been contacted?

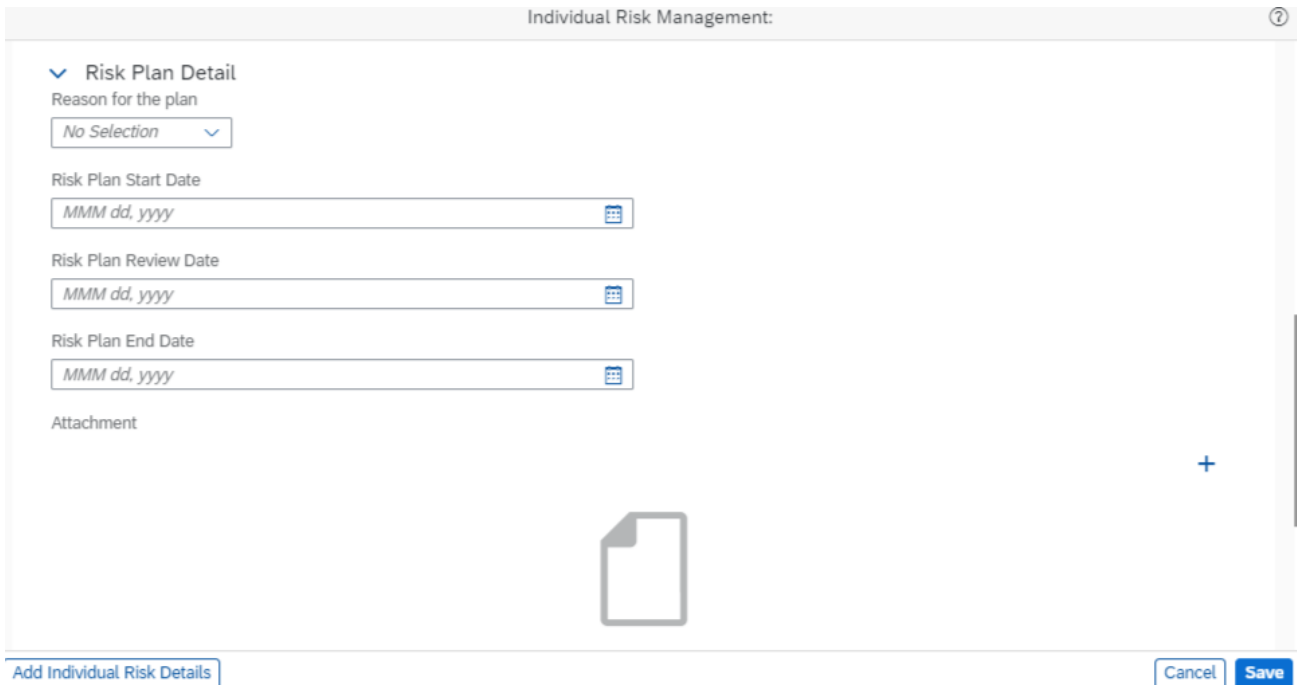
Employee Status

Using this form, we can record the following data.

- Event Type
  - Pandemic
- Event Name
  - Coronavirus
- Risk Status
  - Imminent Threat
  - Potential Threat
  - Active Threat
  - Threat Resolved
- Location of Employee
  - Local
  - International Personal Travel
  - Domestic Personal Travel
  - Domestic Business Travel
  - Requires Evacuation
- Has employee been contacted?
  - Yes
  - No
- Employee Status
  - No Interventions
  - Self-Isolating - No Symptoms
  - Self-Isolating – Suspected
  - Self-Isolating – Confirmed
  - Hospitalized – Suspected
  - Recovered
- Risk Source
  - Family / Friend

- Colleague
- Customer
- Other / Unknown
- Individual Risk Plan in Place?
  - Yes
  - No

If **Individual Risk plan** in Place is equal to *yes*, then the below **Risk plan detail** section will be visible.



The screenshot shows a web form titled "Individual Risk Management". The "Risk Plan Detail" section is expanded and contains the following fields:

- Reason for the plan:** A dropdown menu with "No Selection" selected.
- Risk Plan Start Date:** A date input field with a calendar icon and placeholder text "MMM dd, yyyy".
- Risk Plan Review Date:** A date input field with a calendar icon and placeholder text "MMM dd, yyyy".
- Risk Plan End Date:** A date input field with a calendar icon and placeholder text "MMM dd, yyyy".
- Attachment:** A section with a plus sign icon and a document icon, indicating where to upload files.

At the bottom of the form, there are three buttons: "Add Individual Risk Details" (on the left), "Cancel" (in the middle), and "Save" (on the right).

The following data can be recorded in this section.

- Reason for the Plan
  - Employee exposed to confirmed case
  - Employee exposed to suspected case
  - Employee in an At-Risk category
  - Employee subjected to mandated social distancing
  - Other
- Risk Plan Start Date
- Risk Plan Review Date
- Risk Plan End Date
- Attachment
- Comments

Enter the required data and Click on save.

Linda R. Simpson (CEO) CEO Actions Header As of Today

[EMPLOYEE DEGREE DETAILS](#) [COMP OFF](#) [EMPLOYEE BENEFITS](#) [RESIGNATION REVERSAL](#) [AIR TICKET REQUEST](#) [EMPLOYEE DOCUMENTS UPLOAD](#) [RISK ASSESSMENT](#)

Risk Plan

Individual Risk Management: edit refresh

Effective as of: Apr 05, 2020

Individual Risk Details

Event Type	Pandemic
Event Name	Coronavirus
Risk Status	Threat Resolved
Location of Employee	Requires Evacuation
Has employee been contacted?	Yes
Employee Status	Recovered
Risk Source	Customer
Individual Risk Plan in place?	No

You have successfully completed.