SPLAAAF & Tb - 2020 Instructions - Desktop

UWPD has annual requirements for SPLAAAF (Service personnel limited animal area access form) and Tb (tuberculosis). SPLAAAF training includes an initial/annual Canvas course & MyUHS form completion. Tb includes a risk assessment questionnaire and reactive skin test for employees at UW Health. Complete the following steps and reach out for individual support per the help section. See next pages for step-by-step screenshots in Canvas and MyUHS.

**SPLAAAF**

1. Enroll or login to the Canvas course “Environmental & Occupational Health”
   - Go to www.wisc.edu > MyUW > Canvas
   - Login with your NetID, password, and DUO
   - Click to open course on dashboard or self-enroll at https://canvas.wisc.edu/enroll/FNTBLH

2. Complete and submit the “SPLAAAF Training” quiz
   - Click Home course module “Animal Contact” and “SPLAAAF Training”
   - Click “Take Quiz” to view video and answer quiz questions
   - Click “Submit” to record quiz completion

3. Go to MyUHS to complete and submit required Occ. Med. form(s).
   - Click the “MyUHS” in Canvas or at www.uhs.wisc.edu and click “UW Madison NetID” to login
   - Click “Forms” on left for Occupational Medicine forms 1 & 2 status. If no check mark next to form at page bottom, then complete and submit. Continue if both have check marks.
   - Click “Messages” on left, “New Message,” UW Employee, Affiliate or Contract Worker, and SERVICE PERSONNEL LIMITED ANIMAL AREA ACCESS FORM to complete and submit questionnaire.

**Tb**

- Click “Messages” on left, “New Message,” UW Employee, Affiliate or Contract Worker, and OM TB RISK ASSESSMENT to complete and submit questionnaire.

**HELP**

- Go to your supervisor, https://www.uhs.wisc.edu/eoh/animal-contact/ (SPLAAAF) or https://www.uhs.wisc.edu/eoh/assessments/ (Tb) for more info.
- For Canvas support, contact Tara Cordes at 1-608-622-9763 or tara.cordes@wisc.edu and read more at https://www.uhs.wisc.edu/eoh/eoh-training/.
- For MyUHS support, contact Occupational Medicine at eoh@uhs.wisc.edu
Desktop Instructions for **UWPD**

SPLAAAF & Tb

2020 annual requirements
Steps to complete SPLAAAF & Tb tasks in Canvas & MyUHS

1. Login/enroll in Canvas course “Environmental & Occupational Health” to
   • view the training presentation and
   • submit “SPLAAAF Training Quiz”.

2. Login to MyUHS to
   • confirm completion of or submit Occupational Medicine forms 1 & 2,
   • submit SPLAAAF questionnaire in MyUHS, and
   • submit “OM TB RISK ASSESSMENT’ questionnaire in MyUHS.
1. Login/enroll in Canvas course “Environmental & Occupational Health” to view the training presentation and submit “SPLAAAF Training Quiz”.
Click on **Canvas** under **MyUW** at [www.wisc.edu](http://www.wisc.edu).
Enter your NetID, password and DUO authenticate with fob or phone app.
Click on “Environmental & Occupational Health” course.

* If course is not on dashboard or in “Courses”, see next slide to self-enroll in the course using a new browser window or tab.
Open another browser window or tab and enter the following address to self-enroll in the course.

https://canvas.wisc.edu/enroll/FNTBLH.

Click “Enroll in the course” and “Go to the Course” in upper right hand corner of each screen.
Click on "**Animal Contact**" to open module and select "**SPLAAAF Training**".
Scroll down and click “Take Quiz” or “Resume Quiz” at page bottom.
Click the play icon to watch video presentation.
Answer the quiz questions and click "Submit Quiz" button.
2. Login to MyUHS to confirm completion of or submit Occupational Medicine forms 1 & 2.
Select “MyUHS” at [https://myuhs.uhs.wisc.edu](https://myuhs.uhs.wisc.edu).
Select “**UW Madison NetID**” to login with NetID, password and DUO if not already logged in.
Enter your birthday with 4 digit year to continue logging into MyUHS.

* If you have a birthday error message, please work with your division/school/college human resources to correct your birthdate, and try again to login again after 2 days.
Select “Forms” in the left column.
Scroll to page bottom to check if one-time Occupational Medicine forms 1 & 2 are complete.

If “Net Yet Complete”, click on blue form title link to complete and submit each form’s required fields **.
Continue when Occ. Med. Forms 1 & 2 are “✓ Completed”. 
2 cont’d. Submit SPLAAAF questionnaire in MyUHS.
Select “Messages” in the left column.
Click on “New Message” button.
Select “I am a UW Employee, Affiliate or Contract Worker” and click “Continue”.
Select “Service Personnel Limited Animal Area Access Form” and click “Continue”.

Please CHOOSE THE QUESTIONNAIRE you need to complete from the list below.

Or, CHOOSE SEND A MESSAGE to the Occupational Medicine Clinic to request information regarding what you need to complete or if you require assistance.

The OCCUPATIONAL MEDICINE PRIVACY AND CONSENT FORM and the AUTHORIZATION FOR RELEASE OF OCCUPATIONAL HEALTH RECORDS FORM must be completed and submitted in the FORMs tab of MyUHS (click “CANCEL” to return to the home page and select “FORMS” from the list on the left.

QUESTIONNAIRES completed in this area are submitted directly to Occupational Medicine.

- RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE (complete and submit)
- ANIMAL CONTACT RISK ASSESSMENT QUESTIONNAIRE (complete and submit)
- OM LASER OPERATOR QUESTIONNAIRE (complete and submit)
- SERVICE PERSONNEL LIMITED ANIMAL AREA ACCESS FORM (complete and submit)
- OM REACTIVE TST QUESTIONNAIRE (complete and submit)
- OCCUPATIONAL MEDICINE PRIVACY AND CONSENT FORM (completed in “FORMS”)
- AUTHORIZATION FOR RELEASE OF OCCUPATIONAL HEALTH RECORDS FORM (completed in “FORMS”)

- SEND A MESSAGE to the Occupational Medicine Clinic

Continue  Cancel
Enter your information for SPLAAAF required fields ** and click “Send” at the bottom.
Click “Send” at the bottom of the form.

Exposures and Hazards
Hazards in Animal Areas may include:
- Materials that may cause infection
- Animal material that may cause allergies such as fur, dander, or urine
- Chemicals

Protective Measures
- Read and follow safety instructions on door signs
- Talk to the facility or animal area manager about safety rules before entering animal areas
- Wash your hands often
- Talk to your supervisor about concerns
- Clean your tools before leaving animal areas
- Wear safety equipment that facility managers say is necessary
- Wear safety equipment as listed on door signs.

HEALTH CONCERNS - Answers will be confidential and meet UW campus Health Information Portability and Accountability Act (HIPAA)
Do you have any of these health concerns?
** Allergy, particularly to animals  O Yes  O No
** Asthma  O Yes  O No
** Chronic obstructive pulmonary disease or emphysema  O Yes  O No
** Heart valve or heart abnormalities (This is relevant to work with sheep)  O Yes  O No
** Compromised immune conditions such as organ transplant, cancer, diabetes, immune system suppression from medications or disease O Yes  O No
** Concerns about pregnancy or reproductive health O Yes  O No
** Would you like to discuss health concerns with a UHS health provider?  O Yes  O No

If you have a health condition above, you should talk to your doctor before working in facilities with animals or infectious materials.

3/2/18
Enter missing fields if error window pops up.

The form was NOT submitted!
You missed 8 fields. They have been highlighted.
Click “Proceed” if secure message has been sent.
2 cont’d. Submit “OM TB RISK ASSESSMENT” questionnaire in MyUHS.
Repeat steps for “OM TB RISK ASSESSMENT” questionnaire (and use previous screenshots as a reference if needed).

> Select “Messages” in the left column

> Click on “New Message” button

> Select “I am a UW Employee, Affiliate or Contract Worker” and click “Continue”

> Select “OM TB RISK ASSESSMENT” and click “Continue”

> Enter your info in all required fields ** and click “Send” at the bottom.

> Click “Proceed” if secure message has been sent.
Logout of MyUHS and Canvas.