



## Division of Finance and Administration

A message from Chief Financial Officer and  
Vice Chancellor Ronald S. Cortez



*\*Managers/Supervisors: Please share this email with DFA campus temporary and contract employees. For those who do not have regular access to emails/laptops/PCs, please print and share this email accordingly.*

Dear DFA employees,

UCI is committed to the wellbeing of our employees, especially during the COVID-19 pandemic. The [Working Well™](#) program provide employees with the tools they need to work well, and as a result, be well. As [announced last month](#), the daily COVID-19 symptom check screenings are now mandatory for all UCI employees.

For campus employees, please submit a response for each day that you are working **even if you are telecommuting**. Responses can be [submitted one of three ways](#):

1. Respond to **UCI Working Well Daily Symptom Check** email.
2. Utilize smartphone app (search "Now Mobile").
3. Call UCI's Coronavirus Response Center (949.824.9918).

[Click here](#) for instructions on how to change your notification schedule (e.g., weekdays only).

For those of you who work at the Medical Center, please view the following webpage for additional information: <https://hr.uci.edu/disaster-relief/daily-health-screening.php>.

As with any new process, it will take time for everyone to build this into their daily routine. I am pleased to see our compliance numbers grow—we started off with 30% compliance and are now hovering at 63% compliance. As a reminder, we cannot see how you respond, only if you did or did not submit a response.

If you have any questions about this process, please email [DFA-HR@uci.edu](mailto:DFA-HR@uci.edu).

Thank you in advance for your commitment and support to this important program.

Sincerely,

**Ronald S. Cortez, JD, MA**

Chief Financial Officer

Vice Chancellor, Division of Finance and Administration

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