



DIGITAL SIGNATURE and UPLOADING or SCANNING DOCUMENT INSTRUCTIONS

There are two options for signing the document; (1) print the document and sign it, or (2) use Adobe Acrobat Pro to add a digital signature. Then save the document and choose how you want to return it to CSN.

Creating a Digital Signature

1. Open the document with Adobe Acrobat Pro.
2. From the right-hand tool bar select "Fill & Sign".
3. This will place the Signature Option bar across the top of the document, select the "Fountain Pen Icon" and click the proper location on the form to place your signature.
4. All CSN employees have access to the free Adobe Creative Cloud apps, If you do not have Adobe on your computer download yours at <https://at.csn.edu/buytech-software> and scroll down to select Acrobat Pro. Use the "Download" button to start downloading the software. Use your CSN login credentials and select "Enterprise Account".
5. Save the document with your digital signature as a PDF and send as an attachment via email to CSN.

When the document must be uploaded to the CAPE My Learning Platform.

1. Save the document as a PDF with a logical title including your first and last name.
2. Use GoCSN to access the CAPE My Learning tile.
3. Go to your My Learning dashboard in the CAPE Platform.
4. Find the Checkpoint to match the document you are uploading. Use the search feature or scroll down to find the appropriate Checkpoint.
5. Scroll down below "Evidence" and click on "Upload a File". Upload the document you saved. You should receive an email verifying you have successfully uploaded the document to the Checkpoint.

If you decide to PRINT the document (and not use a digital signature):

1. Use a Printer/Scanner

- a. If you have a Printer/Scanner in your home, you can follow those instructions for scanning back to CSN.

2. Use Adobe Scan

- a. Download from your App Store the "Adobe Scan" App.
- b. Capture the printed document using your device's camera.
- c. Follow app instructions to save as a PDF and send as an attachment via email to CSN.

3. Take a Picture

- a. If you print the document and need to scan it back, use your mobile device to take a picture of the signed document and then attach the picture (jpeg) to an email to CSN.
- b. NOTE: This may be more challenging if there are multiple pages to send, because each page will save as a single picture, requiring more attachments to the email. Plus, it may be difficult to maintain the correct order of the pages/pictures.

4. Download a Free Scanning App

- a. Go to your app store on your cell phone and download a free scanning app.
- b. CAUTION: These apps generally have limited use. For more access, there is usually a small fee, which can be one-time or monthly; CSN is not asking nor expecting you to incur any fees.

Email CAPE@csn.edu if you have questions.



On-Campus Personnel Health Self-Assessment Questionnaire

In accordance with State of Nevada, the Center for Disease Control and Prevention (CDC) and the Southern Nevada Health District have provided consistent guidelines for the health and safety in prevention of the spread of COVID-19. Individuals may be symptomatic or asymptomatic. To support health and wellness at CSN employees working on CSN campuses, sites, centers, and locations are required to complete a daily health self-assessment.

By signing this form, the employee agrees to complete the following self-assessment prior to coming to campus.

- I am not experiencing symptoms of COVID-19. (According to the CDC symptoms include: cough, shortness of breath or difficulty breathing; or at least two of the following: fever, headache, chills, new loss of taste or smell, sore throat, repeated shaking with chills, muscle pain, GI symptoms (vomiting, nausea, and/or diarrhea).
- I have not been in prolonged close contact or staying in the same household with someone who has been ordered by a medical professional to quarantine or isolate themselves due to COVID-19.

(Note: CDC guidelines may change, reference to CDC page for most current symptoms - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.)

If the above items cannot be concurred with, please do not come to campus and consult with Human Resources for further direction on work assignments or alternative work options.

Additionally, CSN Environmental Health & Safety requires personnel to adhere to the following guidelines to reduce the risk and spread of COVID-19:

Guidelines:

- Wear face coverings in all areas except when working in a private office.
- While in the workplace, maintain a social distance with others of six (6) feet.
- Communal refrigerators, coffee makers, microwaves, etc. may not be used.

Important Things to Remember:

- Stay at home if you feel sick.
- Wash your hands often with soap and water for at least 20 seconds.
- Avoid close contact with people who are sick.
- Cover a cough, yawn, or sneeze with a tissue or your elbow.
- Clean and disinfect frequently touched surfaces.
- Seek healthcare when it is medically necessary.

If you have been exposed to COVID-19 or receive a confirmed diagnosis of COVID-19, please contact wellness@csn.edu within 24 hours of learning of the exposure or diagnosis. Employees will be contacted by the Human Resources Office.

Employee Name (Print)

Department

Employee Signature

Date