Schedule a COVID Test (RRH Employees)

Follow the steps below to schedule a COVID test using WorkReady.

Indicating Your Consent

<table>
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<th>Directions</th>
<th>Screen Prompts</th>
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<tbody>
<tr>
<td>1. Log into WorkReady and click My Appointments</td>
<td><img src="image1" alt="WorkReady Appointments Screen" /></td>
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<tr>
<td>2. Any other appointments you’ve made will be displayed. If necessary, scroll down and click Schedule a new appointment.</td>
<td><img src="image2" alt="Scheduled Appointments" /></td>
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</tbody>
</table>
3. Click in the field for *Choose the reason for your visit* and select **Exempt Employee COVID Test**.

4. Click in the field for *Choose the location you wish to visit* and select the appropriate facility.

5. The first available appointment for the following day is displayed in the field for *Appointment Date and Time*.

   Click in the field and scroll to highlight your choice, then click **Submit**.

6. Your newly scheduled appointment is displayed, along with other appointments you’ve scheduled previously.

   You will also receive an Outlook calendar invitation for the appointment.
The link as well as the QR code to the employee portal.


QR Code to the employee portal: