Schedule a COVID Test (RRH Employees)

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

### Indicating Your Consent

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

4. Click in the field for Choose the location you wish to visit either Newark Wayne Hospital or Clifton Springs Hospital.

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: