

## Enterprise Health Respirator Fit Testing Frequently Asked Questions

**Question: I am due for my annual fit test, what do I do?**

Response: Employees who are due for their annual fit test will receive an email notification. Employees should then login to the Enterprise Health Portal by navigating to the website <https://enterprise-health.umich.edu/> and use their unique level-1 credentials and two-factor authentication to login. If it is the first time logging in, employees will see a pop-up that provides some basic guidance on navigating the portal. After reviewing, select the red X to close. Clicking on the red bell will indicate any action items to complete. If it has been >11 months since the last OSHA Respirator Questionnaire was medically cleared, the employee will see an OSHA Respirator Questionnaire to complete. Once it is completed, an Occupational Health Services Provider will review it and provide medical clearance. If there are any questions, the Provider will reach out via portal communication or telephone. Once the questionnaire is medically cleared, the employee will receive a notification in their portal to schedule the fit test appointment. Employees will not be able to schedule a fit test appointment until the OSHA Respirator Questionnaire is medically cleared.

**Question: My last fit test was more than 11 months ago, however I do not have an OSHA Respirator Questionnaire to complete in my Enterprise Health portal, how do I proceed?**

Response: Employees should contact OHS by email at: [ohsrespiratorcompliance@med.umich.edu](mailto:ohsrespiratorcompliance@med.umich.edu). Please provide your full name, date of birth and UMID number and indicate that your work duties require you to be enrolled in the annual respirator program.

**Question: How do I schedule my annual fit test appointment?**

Response: Once the OSHA Respirator Questionnaire is reviewed and medically cleared, the employee will receive an email notification that they have been medically cleared and can now schedule the fit test appointment. Employees should navigate to the Enterprise Health portal at: <https://enterprise-health.umich.edu/> and then use their unique level-1 credentials and two-factor authentication to login. From the employee portal homepage, if they click on the red bell or Message Center tile, they will see the fit test appointment to be scheduled. Employees will not be able to schedule a fit test appointment until the OSHA Respirator Questionnaire is medically cleared.

**Question: At what locations can I receive the annual respirator fit test?**

Response: Occupational Health Services will continue to offer fit testing at Occupational Health Services located on the 3<sup>rd</sup> floor of the Med Inn building as well as the off-site 2705 South Industrial location. In addition, fit testing will be made available across the medical campus as well as off-site Michigan Medicine clinical locations. Employees who have received notification that they are cleared to schedule their appointment should login to the Enterprise Health portal and schedule the appointment. This will provide a list of the current locations where fit testing is available.

**Question: I was previously fit for a PAPR, do I need to schedule an appointment?**

Response: If you were previously fit with the PAPR, you may choose to self-enroll in the Cornerstone PAPR Training Module, rather than scheduling an in-person fit test. Please refer to the email that you will receive after your OSHA Respirator Questionnaire has been cleared for more information on this option.

**Question: I previously completed the fit test assessment using the PortaCount, can I request it for my next fit test appointment?**

Response: Yes, in the comments section when you schedule your fit test, please indicate PortaCount. This will indicate your request to the OHS fit tester who will be completing your fit test assessment.

**Question: How do I cancel or reschedule my fit test appointment?**

Response: Employees should navigate to the Enterprise Health portal at: <https://enterprise-health.umich.edu/> and then use their unique level-1 credentials and two-factor authentication to login. From the homepage, select, Schedule Your Appointment. Here they will see any scheduled appointments and the option to cancel. Once the appointment is cancelled, there will be an action item in the Message Center or by clicking on the red bell which will allow the fit test appointment to be rescheduled.

**Question: I no longer require fit testing for my work, how can I be removed from this requirement?**

Response: Within the [Enterprise Health portal](#), employees should complete and submit the annual Respirator Questionnaire. For the question that states, “Will your job require you to be patient facing or otherwise require you to be fit tested for a respiratory mask (N95 or PAPR)” select No. Your response will be reviewed and you will then be removed from the annual respirator fit requirement. If you are not due to complete your annual OSHA Respirator questionnaire, you can contact: [ohsrespiratorcompliance@med.umich.edu](mailto:ohsrespiratorcompliance@med.umich.edu) and provide your full name, date of birth, UMID number and indicate that you no longer need to be enrolled in the annual respirator program.

**Question: I have never been fit tested before, how do I enroll in the respiratory fit program?**

Response: Employees seeking a respirator fit test should contact OHS by email at: [ohsrespiratorcompliance@med.umich.edu](mailto:ohsrespiratorcompliance@med.umich.edu). Please provide your full name, date of birth and UMID number and indicate that your work duties require you to be enrolled in the annual respirator program and an OSHA Respirator Questionnaire will be added to your [Enterprise Health portal](#).

**Question: How do I prepare for my fit test appointment?**

Response: Do not eat or drink anything 15 minutes prior to the test and bring your UMID to the appointment. The fit testing process takes approximately 20 minutes but may take longer depending on several factors. For example, if an employee cannot be successfully fit tested with the N95, they will be trained on PAPR use. A PAPR may be indicated if the employee has facial hair, body composition changes, or dental changes, etc.

**Question: I completed my last fit test within the last 11 months, and I now meet the requirements to be re-fit due to facial structure changes, how do I schedule an appointment?**

Response: Employees who have experienced radical changes in facial structure from weight loss or gain, dental changes, facial scarring, facial surgery, or other conditions which interfere with the seal of the face piece should contact OHS by calling 734-764-8021. The OHS staff will verify that an OSHA Respirator Questionnaire is on file and was medically cleared within the past year before assisting you to schedule the appointment to be re-fit tested. For more information, please see [Michigan Occupational Safety and Health Administration \(MiOSHA\) Part 451](#) or [Michigan Medicine Respiratory Protection Policy and Procedure, 05-01-003](#).

**Question: How do I know what mask I was cleared for and when I am due for my next fit test?**

Response: Employees should navigate to the Enterprise Health portal at: <https://enterprise-health.umich.edu/> and then use their unique level-1 credentials and two-factor authentication to login. Then, they should select the My Medical Record tile. This tile will provide a summary of all immunizations, titer results and respirator fit (fit test) results on file. This record can be printed or downloaded as a PDF by selecting Control +P on the keyboard. All historical fit test data was migrated from Health Rx therefore it will still be available in Enterprise Health for review.

**Question: I am a Michigan Medicine employee, where can I find more information about the requirements?**

Response: Please refer to the [Michigan Medicine Respiratory Protection Policy and Procedure, 05-01-003](#) for additional details.

**Question: I am a campus employee who requires fit testing, will I be completing my respirator questionnaire and schedule my fit test appointment in Enterprise Health?**

Response: No, Enterprise Health is going to be introduced in a phased approach. At this time, campus employees who require fit testing will continue to follow their current process and more information will become available when the Medical Surveillance phase is implemented.

**Question: I am a supervisor, how do I know if my employees are compliant with the Respirator Fit Testing Health Surveillance Panel?**

Response: Supervisors will login to the Enterprise Health Portal by navigating to the website <https://enterprise-health.umich.edu/> and then use their unique level-1 credentials and two-factor authentication to login. They should select the Supervisor Access option to access the supervisor portal. Here they will click the Reports tile, then select the Respirator Wearers report. This report will list the names of all of the employees who report to the supervisor as well as their mask style and size, the date the fit test was completed and their pass/fail status.