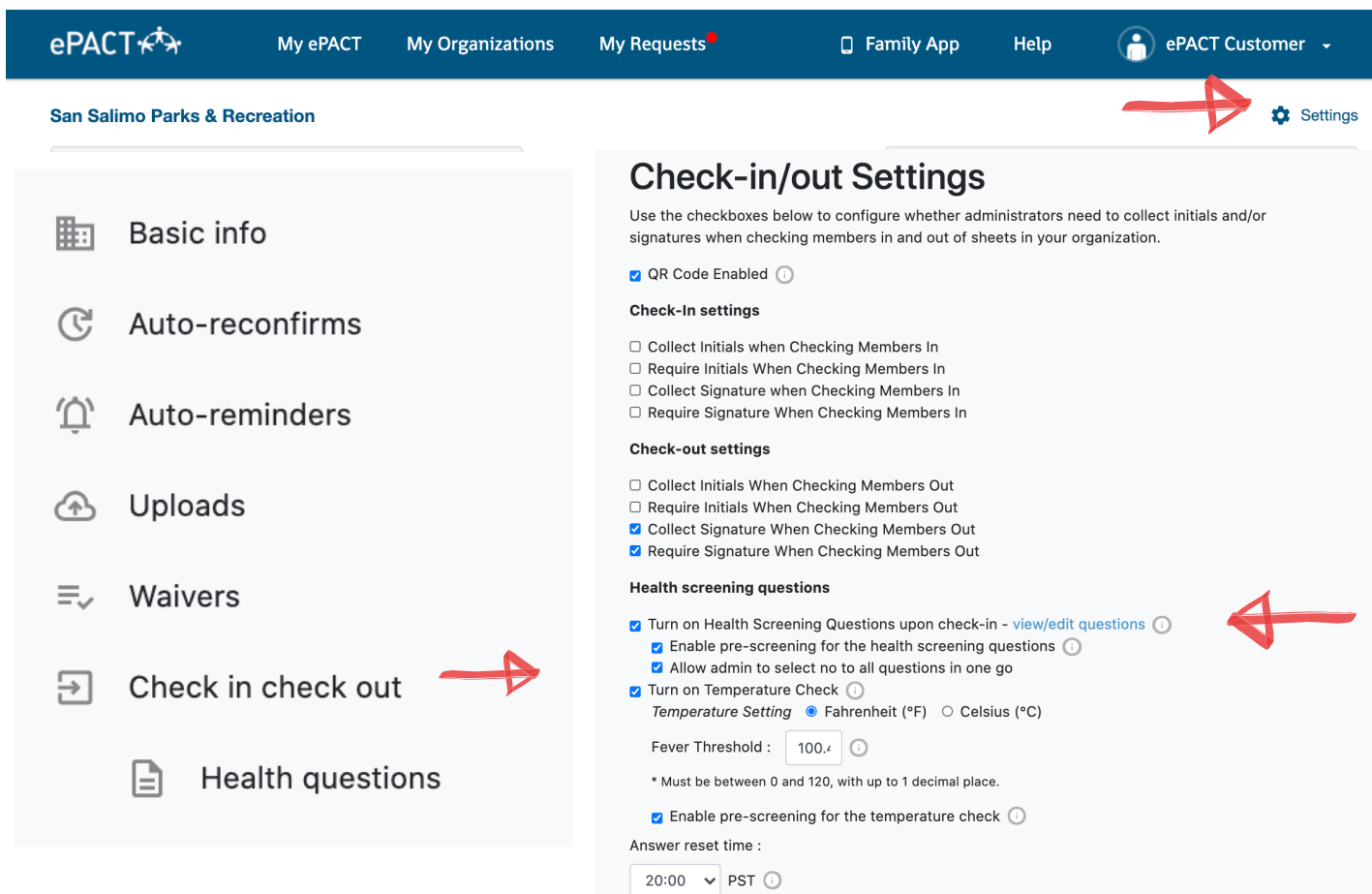


HEALTH SCREENING TEMPERATURE TRACKING ADMIN GUIDE

In your "Settings", you'll see "Check in/out settings" and Health Questions listed as options. You will need to activate the feature in the Check in Check Out first.



The screenshot shows the ePACT admin interface. The top navigation bar includes the ePACT logo, 'My ePACT', 'My Organizations', 'My Requests', 'Family App', 'Help', and 'ePACT Customer'. The main header shows 'San Salimo Parks & Recreation' and a 'Settings' gear icon. The left sidebar lists several options: 'Basic info', 'Auto-reconfirms', 'Auto-reminders', 'Uploads', 'Waivers', 'Check in check out', and 'Health questions'. The 'Check in check out' option is highlighted with a red arrow. The main content area displays the 'Check-in/out Settings' page, which includes instructions on configuring checkboxes for initial collection and signatures. It has sections for 'Check-In settings', 'Check-out settings', and 'Health screening questions'. In the 'Health screening questions' section, the 'Turn on Health Screening Questions upon check-in' checkbox is checked, and a red arrow points to it. Below this, there are checkboxes for 'Enable pre-screening for the health screening questions' and 'Allow admin to select no to all questions in one go'. The 'Turn on Temperature Check' checkbox is also checked, with a 'Temperature Setting' dropdown set to 'Fahrenheit (°F)'. A 'Fever Threshold' input field is set to '100.4'. At the bottom, there is an 'Answer reset time' section with a dropdown set to '20:00' and 'PST'.

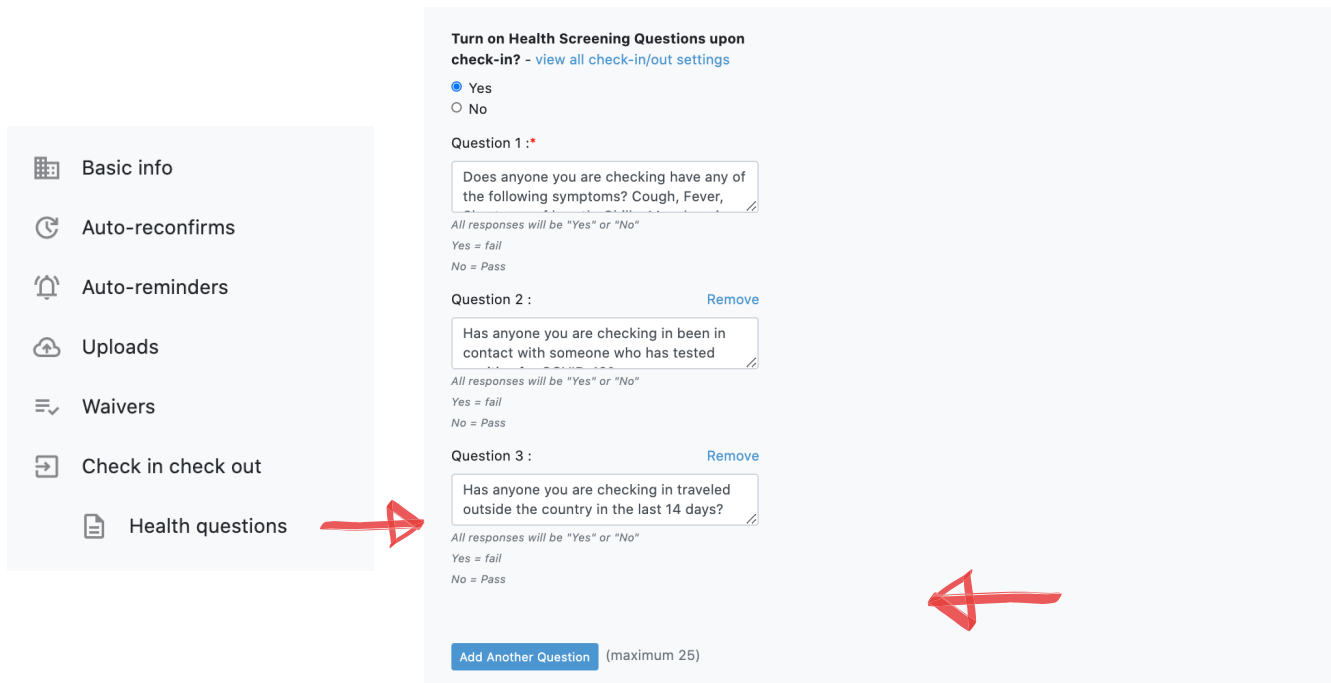
Setting up the Feature

- Health questions and temperature tracking work independent of each other. Please check them BOTH off if needed.
- Pre-screening allows members to answer questions or add temperature ahead of time on the family app. If you wish to use this option, please check off the box. You can choose to make 1 or both available to members. You can also opt for one and not the other. ie. Members can answer health questions via pre-screening, but admins will add temperature on-site.
- "No to all" is only available to admins (not members). This allows your admins to speed up check in and select this instead of individually selecting "no" for each question.
- If you are using temperature tracking, be sure to set a threshold. If members or admins add a temperature that is higher than your threshold, they will show as having "failed" health screening.
- Health Screenings answers reset every 24 hours. Set your reset as needed- the default is 5:00Am PST (6:00amCST, 7:00amMST, 8:00amEST)

For more information, or for assistance, please contact us at help@epactnetwork.com or 1.855.773.7228.

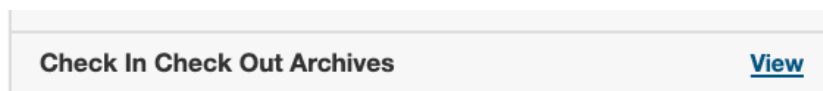
HEALTH SCREENING TEMPERATURE TRACKING ADMIN GUIDE

When you settings are in place, click on either Health Questions or "view/edit questions" to add your health questions. There is a maximum of 25 available. The default has 3 questions that can be edited or removed.

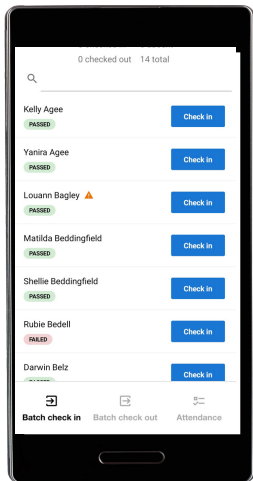


Things to Remember

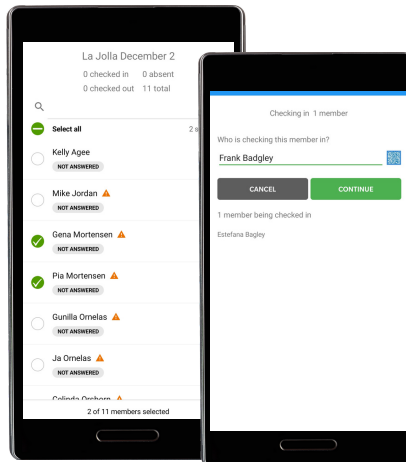
- Health Screening works both with and without QR code. If you are using the QR code, AND prescreening, scanning the code will load the answers added by members in the Family App. Selecting a member will also load the pre-screening answers if this option is enabled.
- If you prefer, admins can complete the all health screening themselves by selecting "Admin" as the contact checking the child in.
- If you opt for batch check in for siblings with pre-screening, you will be shown the answers to approve one after the other.
- You can view the answers at any time by clicking on the member's name in the check in sheet.
- For reporting, you will need to archive the check in /out sheet and then access in Check In Check Out archives on your dashboard.



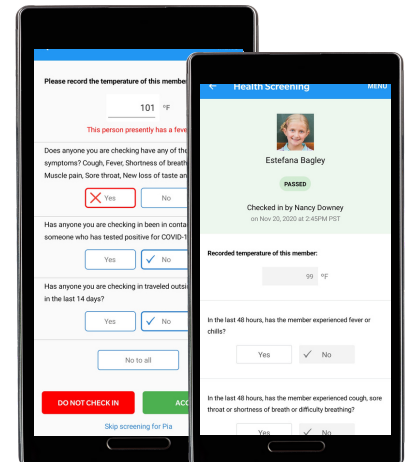
HEALTH SCREENING CHECK IN CHECK OUT- ADMIN GUIDE



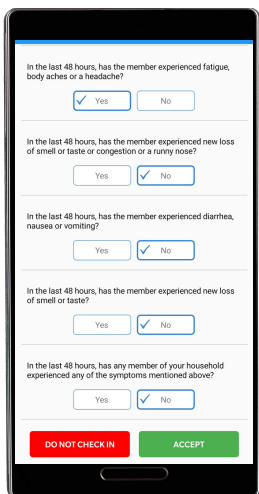
If you have enabled pre-screening, you will be able to tell who passed, failed or did not complete the pre-screening.



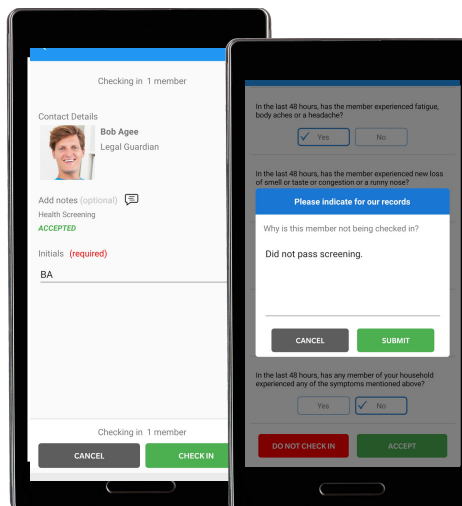
Select one or multiple members via the "Batch" options and then either scan the code or select the correct contact.



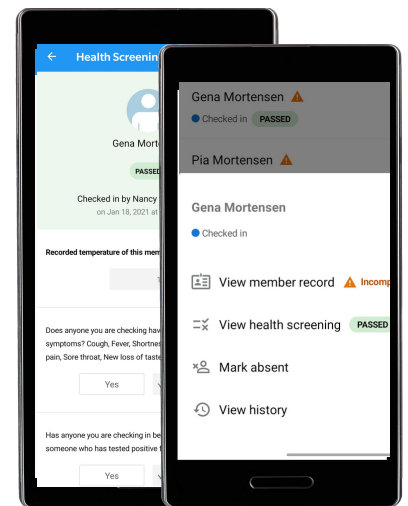
Review the answers or ask the questions to the contact checking the member and indicate "Yes" or "No"



Depending on your protocols and responses, you can check a member in or you can opt not to. You also have the option to skip.



If you opt to deny check in, you'll be prompted to provide a reason and they will show as "Denied" entry.

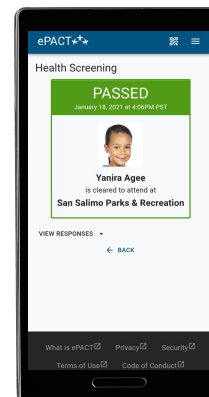
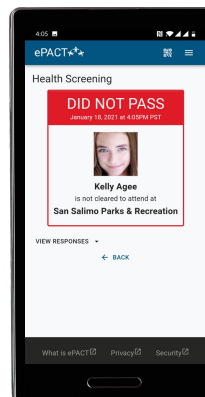


You can access member's answers by clicking on their name and selecting "View Health Screening". "Incomplete" means their record is outstanding. Reminding members to complete record at check in will help with submission rates.

Using Health Screening without Checking Members In

Pre-screening does give you the option to do a visual inspection of whether members passed or not without using check in sheets.

Members only need to go to the Family App and complete the health screening. They will then get a "Pass" or "Fail" screen. Organizations can request members show this screen for admittance to facilities.



Accessing Archives

Once you archive the list, you can access the answers in the Check In Check Out archives in either csv or PDF format. Each individual question and answer will show and whether or not they were admitted to your facility/program. To filter for specific answers, please download the csv version and use excel functionality to search or sort.

Date/Time	Activity	Contact	Admin	No
11-Dec-2020 10:30:48 AM PST	Added to Sheet		Mary Johnson	
23-Dec-2020 11:58:23 AM PST	Health Screening Initiated		Nancy Santos-Downey	
23-Dec-2020 11:58:36 AM PST	Health Screening Question: Please record the temperature of this member. Response: 99 °F Fever Threshold: 100.4 °F	Nora Agee	Nancy Santos-Downey	
23-Dec-2020 11:58:36 AM PST	Health Screening Question: Does anyone you are checking have any of the following symptoms? Cough, Fever, Shortness of breath, Chills, Muscle pain, Sore throat, New loss of taste and smell. Response: No	Nora Agee	Nancy Santos-Downey	

Status	Health Question Responses	Admin First Name	Admin Last Name	Contact First Name	Contact Last Name	Notes	Date (Created)
Added to Sheet		Mary	Johnson				11-Dec-2020
Health Screening Initiated		Nancy	Santos-Downey				23-Dec-2020
Please record the temperature of this member.	99 °F Fever Threshold: 100.4 °F	Nancy	Santos-Downey	Nora	Agee		23-Dec-2020
Does anyone you are checking have any of the following symptoms? Cough, Fever, Shortness of breath, Chills, Muscle pain, Sore throat, New loss of taste and smell.	No	Nancy	Santos-Downey	Nora	Agee		23-Dec-2020
Has anyone you are checking in been in contact with someone who has tested positive for COVID-19?	No	Nancy	Santos-Downey	Nora	Agee		23-Dec-2020
Has anyone you are checking in traveled outside the country in the last 14 days?	No	Nancy	Santos-Downey	Nora	Agee		23-Dec-2020
Health Screening Accepted		Nancy	Santos-Downey				23-Dec-2020
Checked in - Health Screening passed		Nancy	Santos-Downey	Nora	Agee		23-Dec-2020

For more FAQs on this feature, please visit the section on the Check In Check Out feature in our [Help Center](#) or contact us at help@epactnetwork.com

For more information, or for assistance, please contact us at help@epactnetwork.com or 1.855.773.7228.