

COVID-19 HEALTHY SITE OUICK START GUIDE - WEB PORTAL

Leaders in Site Management and Health & Safety software.

April 2020

Your business has been added to our SiteConnect online Site Management and Health & Safety portal.

Our COVID-19 Healthy Site module has now been added to our comprehensive health & safety site management application at no extra cost, supporting you to make your workplace a safer and more compliant environment for workers and visitors. If you are the main contact for your business, you will need to enable the COVID-19 Healthy Site module on our web portal.

Follow the steps below and go to <u>https://app.sitesoft.com/signin</u> to get started.

HOW TO ACCESS THE COVID-19 SETUP

- From the dashboard, on the top-right of the page click the O gear icon
- Click COVID-19 Setup
- Make sure to enable the COVID-19 Feature and Notify Site Managers sliders.

🚍 SiteSoft New Zealand Ltd 🗣	DRV 2.4.1 III 🕘 🗘 🖯
The Covid-19 feature is enabled. Notify site managers as users arrive onsite.	Company Details A. Configuration
By enabling the Covid-19 feature, all users visiting to any of your sites will need to complete a compulsory sign 1 It will be mandatory for them to complete the declarations providing all information as directed in the StacCone	in and sign out declaration.
Sign In Declaration	Sign Out Declaration
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- In the Sign In Declaration text box field, it is already populated by SiteConnect, however if you wanted to edit or add to it you are free to do so.
- In the Sign Out Declaration, it is already populated by SiteConnect, however if you wanted to edit or add to it you are free to do so.
- Click Save.



SET-UP THE COVID-19 HEALTH DECLARATION

The first time you log into SiteConnect you will be greeted with a Health Declaration form. In this window you are required to fill in your:

- Name
- Contact Number
- Employer
- Reading and confirming through the questions given.

This ensures that when you enter a site, you do not have any symptoms of COVID-19. In the case that you do however confirm that you may have a potential symptoms, you will not be able to enter the site and be informed to contact the Site Managers for more information and procedures needed to be taken.



HOW TO ACCESS THE COVID-19 RECORDS

- To get to the COVID-19 records, on the left-hand side of the web app, click Reports.
- Click COVID-19 Records.
- In this page we will then be able to see a log of people coming in and out of our site. You can see information that includes:
- The name of the person
- The company they are from
- Which site they had visited
- If they were going in or out
- If they have a fever



SiteSoft

SiteConnect is a product developed and owned by SiteSoft New Zealand Ltd.

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Visit www.SiteSoft.com

