

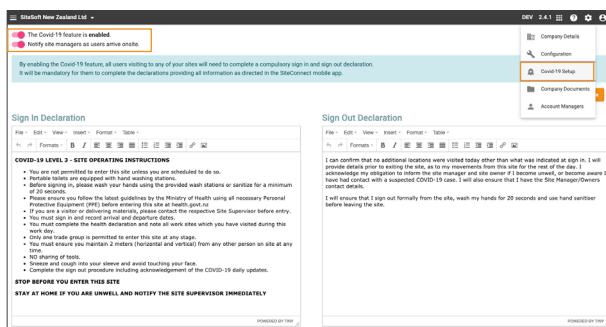
Your business has been added to our SiteConnect online Site Management and Health & Safety portal.

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 <https://app.sitesoft.com/signin> to get started.

1 HOW TO ACCESS THE COVID-19 SETUP

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



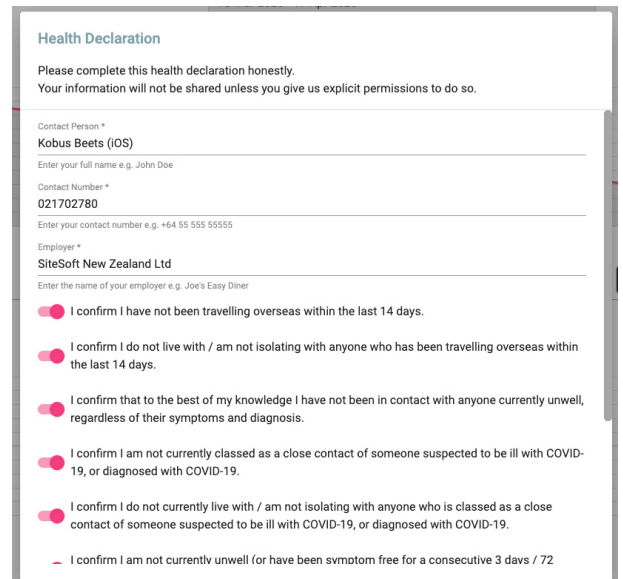
- In the **Sign In Declaration** text box field, it is already populated by SiteConnect, however if you wanted to edit or add to it you are free to do so.
- In the **Sign Out Declaration**, it is already populated by SiteConnect, however if you wanted to edit or add to it you are free to do so.
- Click **Save**.

2 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.



3 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

