



Accounting Procedural Manual

Procedure Group General **Procedure Number** 100.1

Description of Procedure






Health Check-in Process for Visitors, Guests and Outside Vendors/Services

Explanation of procedure:

To help ensure the health and safety of everyone in our community, and to limit transmission of common colds and viruses, we have installed 2 health check Kiosks in the building. The first is by the Newcastle elevator on the first floor and the second is at the top of the stairs at the Hurlbut Street entrance.

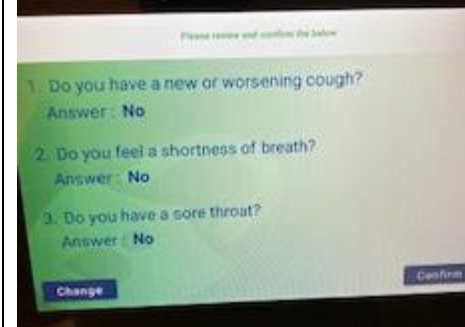
Here is a step-by-step process for guest sign-in for visits:

	<p>Touch the front of the screen to bring up this image. Press SIGN IN</p>
	<p>This is the general greeting, which may change based on seasonal needs</p>

		<p>At this screen select the Green Bar (Family or Guest)</p>
		<p>The system will ask for a cell phone number (this becomes your ID number whenever you enter the building and sign in)</p>
		<p>This is a verification that this is your first visit. Subsequent visits, this screen will be skipped.</p>
		<p>This will associate your cell phone with your name as well as the resident you will be visiting. Subsequent visits, this screen will be skipped.</p>
		<p>Verification for correct spelling of your name.</p>



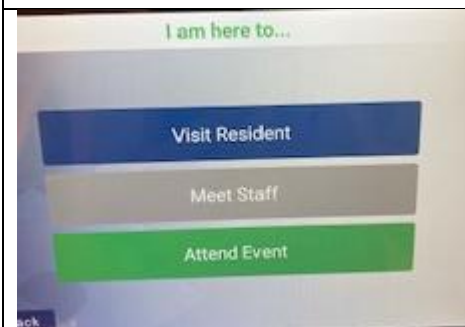
Currently, there are 7 questions that we ask. This is a sample of the screen.



After the questions are asked, this verification screen will display. (You can scroll through the screen to check each answer) Then confirm your answer with the lower right blue button.



This screen will take your temperature. Try to center your face in the round disc (a green light will come on by the disc when you can be read) (be patient) The temperature box will read in the 96 – 98 range. Anyone with a temperature over 100 will not have access.



Select the blue bar (Visit Resident)



Start typing in the last name, once you get to 3 letters a list of residents will show up. Select the person.



At this time you can only visit one person, so select 'No" You will now get an all clear screen.
Enjoy your visit.