

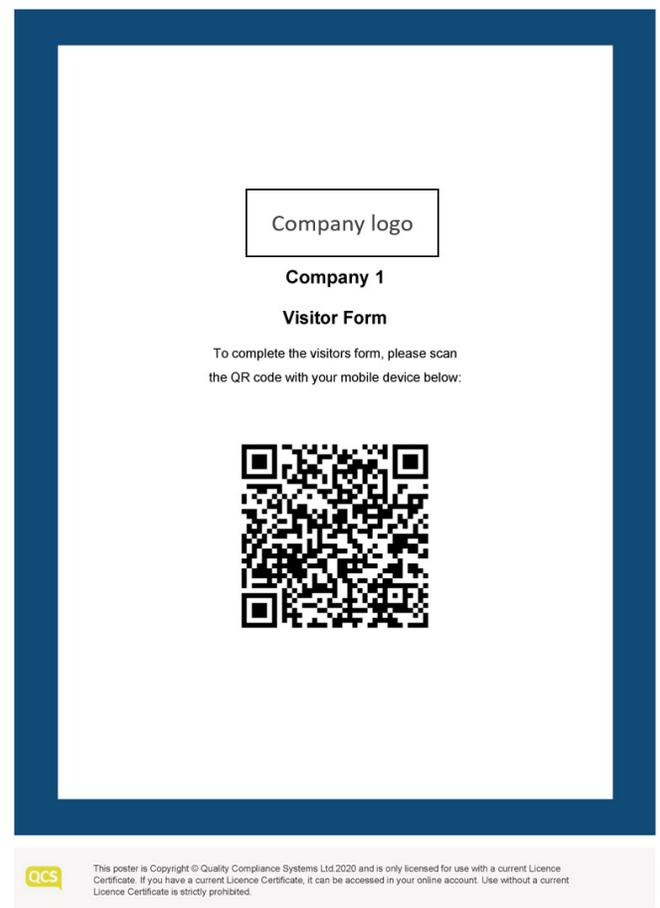
The Complete Step by Step Guide QCS Covid-19 Visitor Tracker



Features of the Covid-19 Visitor Tracker

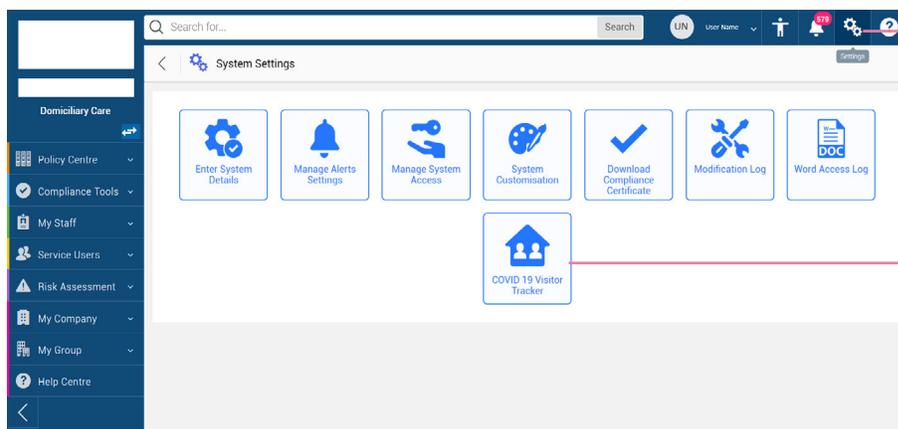
The COVID-19 Visitor Tracker enables QCS clients to **monitor, record** and **track** visitors to their location. The tracker will allow you to create a **unique QR code** to your organisation which visitors will have to scan in order to complete an online questionnaire before entering the premises. This will support the **infection control procedures** required during the COVID-19 pandemic.

- Ability to create and download a QR code poster
- Visitor log dashboard
- Online visitor questionnaire



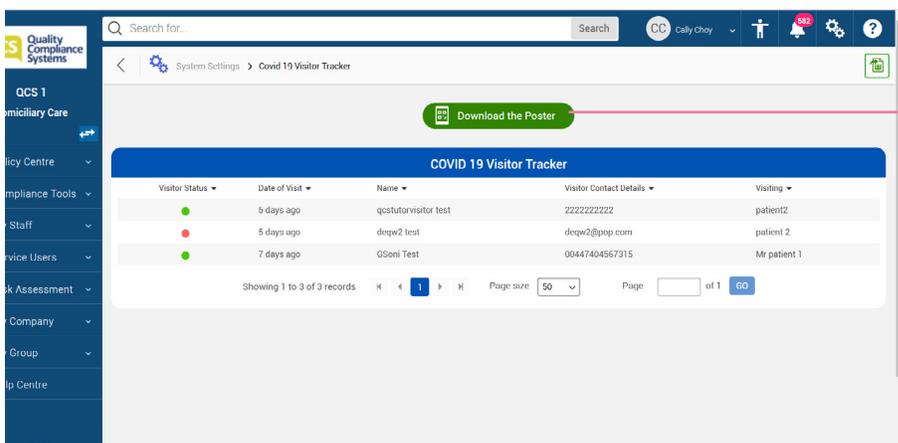
How to use the tracker?

- Step 1: Go to **Settings** (Cogs icon in the top navigation bar).
- Step 2: Click on the **COVID-19 Visitor Tracker** icon which will take you to the Visitor Log Dashboard.
- Step 3: Click **"Download the Poster"** button to generate a QR Code Poster on your Dashboard. All visits will be recorded on the Dashboard.
- Step 4: A PDF will then be generated that features your company logo and name, brief instructions for the visitor and a QR Code unique to your organisation. You can now print the poster and place it in a suitable position within your premises.



Step 1

Step 2



Step 3

What should your visitors do when they come to visit?

Step 1: Visitors to the premises should be guided to scan the QR code with the camera on their mobile devices. The camera will detect the QR code and give the user the option to access the webform.

Step 2: Visitor will come to the QCS Visitor Form where they are asked to complete the two-step questionnaire.

The first step records the details of the visitor and who they are visiting.

The second step features a range of questions provided by the QCS Content Team, these focus on common COVID-19 symptoms and whether the user has either travelled abroad or been in contact with anyone suspected of having COVID-19.

Depending on your setting, you can choose to record the visitor's temperature as well as PPE provision on entry.

Based on the answers provided, the visitor will either be granted access or being rejected to enter the premise.

Step 1: Your details

Your contact details:

Your first name *
Angela

Your Last Name *
Jones

Email address *
aj@qcs.co.uk

Phone number *
0987654321

Your visit details:*
Who are you visiting? *
Gabby

If you visit frequently, we can store your details on your device to save you re-entering on each visit:
Shall we do this? *
 No Yes

Step 2: QCS Tutor Visitor Form

We take the health and safety of our staff and residents very seriously. As such we have opted to track visitors so that we are able to notify you in the event of a case arising within our staff or residents.

We adhere to relevant data processing standards and will permanently delete data related to your visit after 21 days have passed.

Thank you,
QCS Tutor

I am visiting:

A family member or friend
 As member of staff
 As professional

Check In

Step 1

Step 2

Configuration

Carry out temperature check on entry? NO YES

Ask visitors about PPE provisions? NO YES

Confirmation of PPE for all visitors

Confirmation of PPE for all visitors:
All visitors will be asked to confirm that they have adequate PPE before entering the premises.

Cancel **Save**

Temperature & PPE record

You are all set to track your visitors

As soon as the visitor completes the questionnaire, the record will appear on the Visitor Dashboard on the QCS system. These details are stored for 21 days.

You can also filter the visitor by types on the dashboard to:

- Family or friend
- Staff
- Other visitors (Professional such as GP or plumber)

You also have the ability to add details when notified of a positive Covid-19 test after a visit. All the details on the dashboard can be exported as a list to Excel. The list includes additional information to the user, including the answers provided by the visitors to each question.



Download the Poster
Configuration

COVID 19 Visitor Tracker					
Status	Date of Visit	Visitor	Visitor Type	Visitor Contact Details	Visiting
●	Today	Friend1 Qctest	Family/Friend	098765	Emily hutchinson
●	Today	Prof1 Qctest	Professional	0129875	
●	Today	Staff1 Qctest	Staff	011223344	
●	3 days ago	Nigel Laws	Family/Friend	0967886445681, nl@qcs.co.uk	Joyce



The following information will show on the dashboard:

Visitor status

Red – indicates that negative answers were provided, and the visitor should not be admitted

Green – indicates that all answers were positive, and the visitor can be admitted

Date of visit

Visitor name

Visitor type

Visitor contact details

The person they are visiting