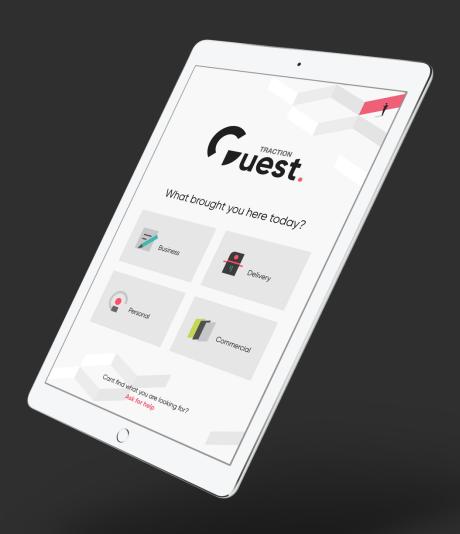# Visitor screening best practices.

Visitor screening.

As part of the overall business continuity program for health epidemic or pandemic scenarios, visitor management systems can be configured to help enforce health and safety best practices and reduce exposure to employees and other visitors when it comes to viruses like that of the novel coronavirus.

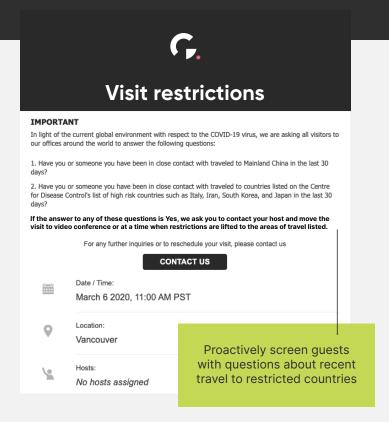# Best practices.

Pre-registration.

- Customize your invitation email templates to include site specific advisories and criteria for being permitted on site.

- Create cancellation email templates that can be issued to invited guests.
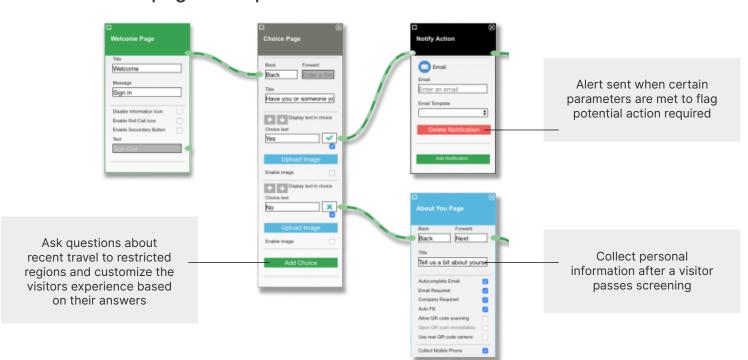
  Include rescheduling options and contact information.

Arriving on site.

- Build your visitor experience to include health and travel screening questions.

- Configure your experience with questions prior to personally identifiable information being collected, if desired, due to data privacy concerns.

Visit restrictions

IMPORTANT

In light of the current global environment with respect to the COVID-19 virus, we are asking all visitors to our offices around the world to answer the following questions:

1. Have you or someone you have been in close contact with traveled to Mainland China in the last 30 days?

2. Have you or someone you have been in close contact with traveled to countries listed on the Centre for Disease Control's list of high risk countries such as Italy, Iran, South Korea, and Japan in the last 30 days?

If the answer to any of these questions is Yes, we ask you to contact your host and move the visit to video conference or at a time when restrictions are lifted to the areas of travel listed.

For any further inquiries or to reschedule your visit, please contact us

CONTACT US

Date / Time:
March 6 2020, 11:00 AM PST

Location:
Vancouver

Hosts:
No hosts assigned

Proactively screen guests with questions about recent travel to restricted countries

The choice page – sample flow.

Ask questions about recent travel to restricted regions and customize the visitors experience based on their answers

Alert sent when certain parameters are met to flag potential action required

Collect personal information after a visitor passes screening

Arriving on site. continued...

- Capture signatures on documents using the Guest Sign Page to confirm travel and potential exposure statements.

The Guest Sign Page - Sample.

- Upload a PDF document with travel and health screening questions.

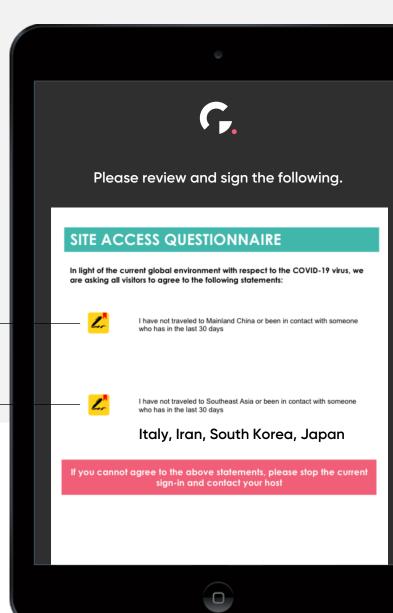- Receive sign-off from your visitor prior to allowing site access.

> Obtain a signature from your visitor confirming they meet site access criteria

Please review and sign the following.

SITE ACCESS QUESTIONNAIRE

In light of the current global environment with respect to the COVID-19 virus, we are asking all visitors to agree to the following statements:

I have not traveled to Mainland China or been in contact with someone who has in the last 30 days

I have not traveled to Southeast Asia or been in contact with someone who has in the last 30 days

Italy, Iran, South Korea, Japan

If you cannot agree to the above statements, please stop the current sign-in and contact your host

Additional Considerations.

As part of a good business continuity program, screening visitors using a VMS can be better aided with addressing the following:

- Who can visitors or employees contact with any questions or inquiries?

- Where have you made this contact information available?
  - ✓ Invitation emails
  - ✓ Sign-in experience
  - ✓ Host Notifications
  - ✓ Guest Notifications
  - ✓ Website

- Who needs to be alerted if a visitor is denied access?

Have any questions?
Need some assistance?

Schedule an appointment with us:
tractionguest.as.me/GuestFAQ-COVID19

Schedule now ›