SFS Safe Site Check-in Instructions & Health Screening Questions

CHECKING IN

- All SFS employees, musicians, visitors, and contractors must sign in. There are <u>three</u> options:

    1. Open the camera app on a smart phone and pointing it at the QR code that's posted by the Stage Door and click on the website link that appears in the center:

    2. Download the Safe Site Check-in app for Androids or for iPhones. Open the app, select "Scan QR Code" and point it at the QR code by the Stage Door.

    3. Open the website through this direct link:
    https://app.safesitecheckin.com/#/tenants/sfsymphony.org/sites/201/checkin

- Once on the website, answer the following prompts to check in:

    1. Confirm your location, and enter your contact info:

2. Answer the Health Screening Questions (3 in total):

NOTE: Health screening questions are updated in SSCI and on posted handouts onsite when SFDPH issues updated personnel questions.

3. Confirm check in with expected social distancing/mask protocols:

5. If you answered "NO" to all questions, you will get a green entry granted screen to show Security:
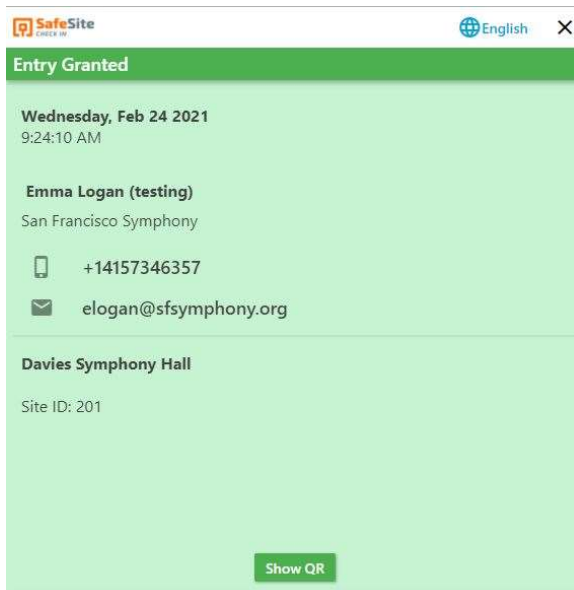
If you answered "YES" to any of the questions, you will get a red entry denied screen with instructions to exit the building immediately:
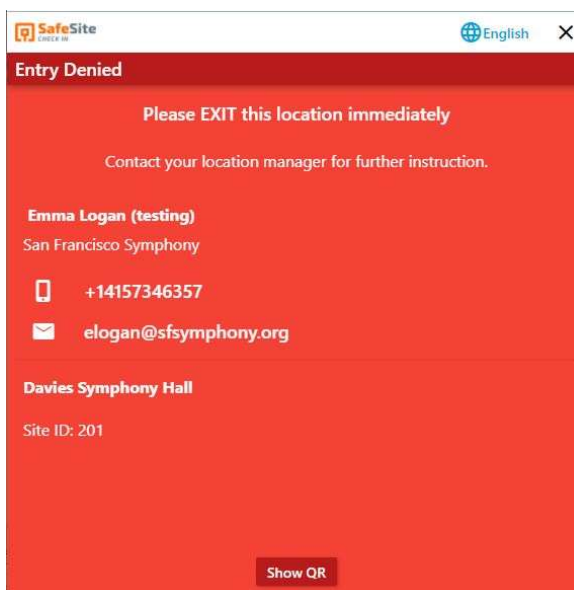
CHECKING OUT

- Check out through Safe Site Check-in. There are <u>three</u> options:

1. Open the same web browser you used to complete the check-in questions. Tap the "X" at the top right corner of the screen:
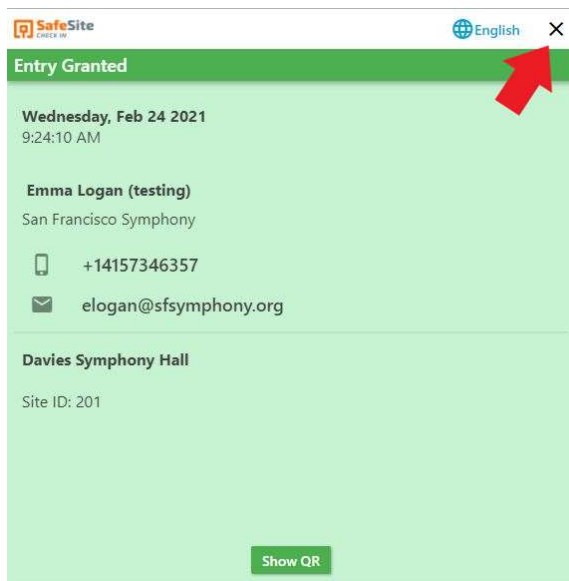
Tap "Tap here to Check Out" and then "Confirm":

2. Open the Safe Site Check-in app and select "View my visit history". Tap "Tap here to Check Out" and then "Confirm."

3. Open the camera app on a smart phone and point it at the Exit QR code by the Stage Door exit. Click on the website link that appears in the center. Tap "Tap here to Check Out" and then "Confirm."

- Exit the building through the Stage Door. Please refrain from using other exits unless there is an emergency or if you are instructed to do otherwise (i.e. – exit through 300 Franklin per Orchestra Personnel for rehearsal/capture sessions.)
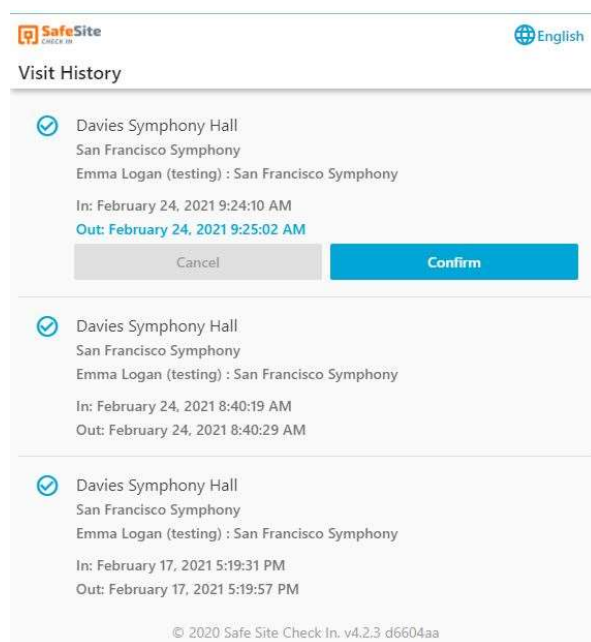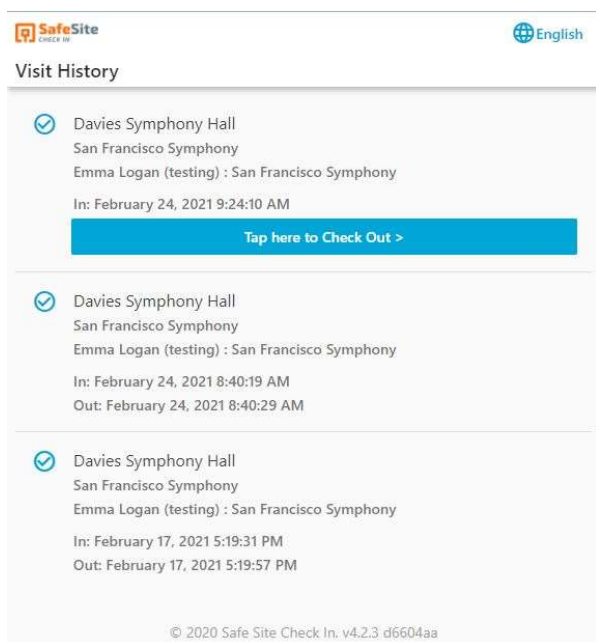
WHERE INFORMATION IS STORED & DENIED ENTRY NOTIFICATIONS

- The only information Safe Site stores is the contact information and if a person was granted or denied entry. Specific answers to the health screening questions are stored on the individual's phone, protecting your privacy.

- If a person is denied entry, a notification is sent immediately to Andrew Dubowski and safesite@sfsymphony.org so that our Operations & HR teams can take the next necessary safety steps. A member from the Operations team may call or email you to inquire if you accidentally answered a question incorrectly and receive a denied entry screen.

TROUBLESHOOTING TECHNICAL ISSUES

- Clear your browser history and scan the QR code again.

- Internet Explorer is NOT compatible with Safe Site, so please use a different browser.

- Sometimes, the connection can be spotty at the Stage Door, so turn off your WIFI and use your data.

- Bookmark the direct link on your phone for easy access: https://app.safesitecheckin.com/#/tenants/sfsymphony.org/sites/201/checkin. You can fill out the form before arriving at DSH. When you arrive at DSH, have the Entry Granted screen ready to show Security.

- If all else fails, please sign in and out on the paper sign-in sheet provided by the War Memorial at the Stage Door entrance. Please write legibly.