





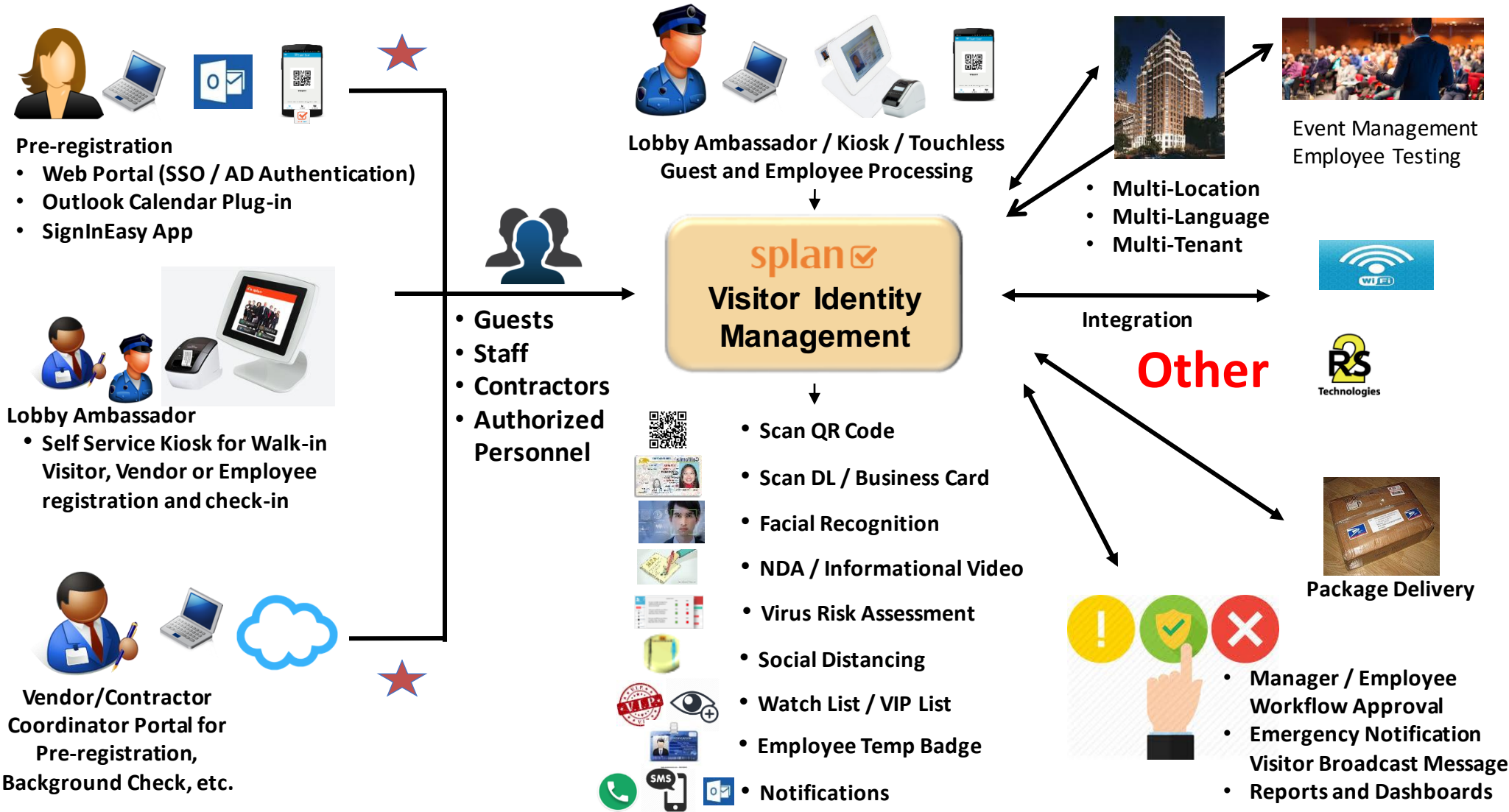


- Pre-register Visitors
- Self-Service Check-In
- Access Control Integration
- Watch List Rules
- Kiosk and Printer Support

# Splan Enterprise Visitor and Event Management

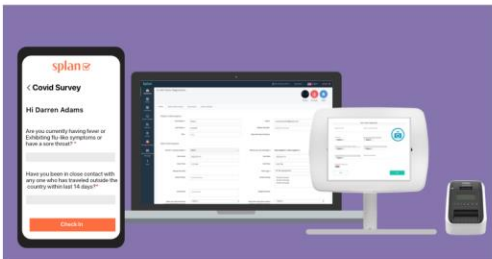
		
Visitors	Events	Vendors
		
Deliveries	Badging	Tenants

# Splan Automates and Secures the Process





**Touchless Check-In Experience**



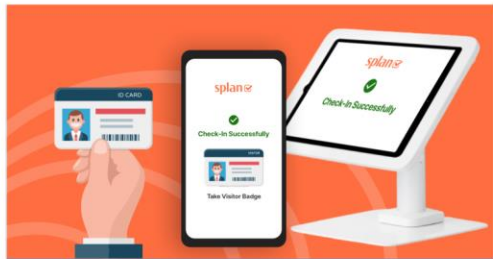
**COVID-19 Questionnaire for Staff & Visitors**



**Temperature Screening for Staff & Visitors**



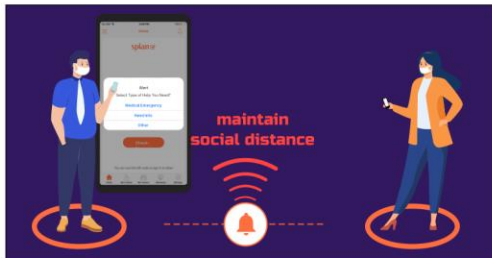
**Shifts workforce management and capacity planning**



**Policy based Badge Activation**



**Track & Trace and Post Visit Follow-up**



**Social Distancing and Alert Notifications**



**Safety Programs and Events**



**Incident Management and emergency response**



**Disinfectant office facility**

# Splan Visitor Management and COVID-19 Safety Solutions for Employees, Contractors & Visitors

# Visitors - Touchless Check-In at Kiosk

- Pre-registration email goes to visitor with Splan Mobile App – SignIn Easy link where visitors can check-in and print badge once they are onsite
- In lobby, visitors can scan QR code or will be asked to enter check-in code for self-check-in.
- Visitors can sign NDA and/or attest COVID-19 policy and also attend if any video trainings required on their mobile phone



Visitor Registration

donot-reply@splan.com <donot-reply@splan.com>  
 Thursday, March 26, 2020 at 5:27 AM  
 Chandra Surabhi  
[Show Details](#)

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Hi Sam Jackson,

Eric Corner has invited you to a meeting **Oak Brook,IL** . on 03-26-2020 at 08:25 AM.

17TDE69DZ536  
 Use this QRCode to check-in when you arrive  
 Host : Eric Corner,  
[csurabhi@splan.com](mailto:csurabhi@splan.com)

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Review and Sign your NDA before visit

All visitors must be required to review and Sign NDA document, also review safety video training.

[Click here to review and sign NDA](#)  
[Click here for training video](#)

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Touchless Check-In with Mobile App

You can download Splan SignIn Easy mobile app for Touchless check-in. You will be asked to register and go thru check-in process. You can check-in only after arriving onsite with check-in code provided in the lobby.

Download on the App Store  
 Download from Google Play

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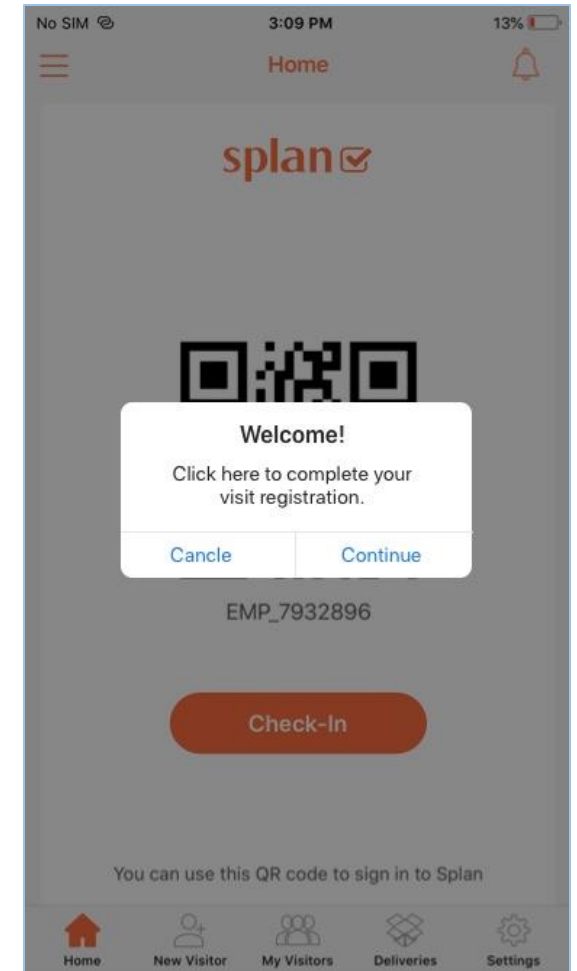
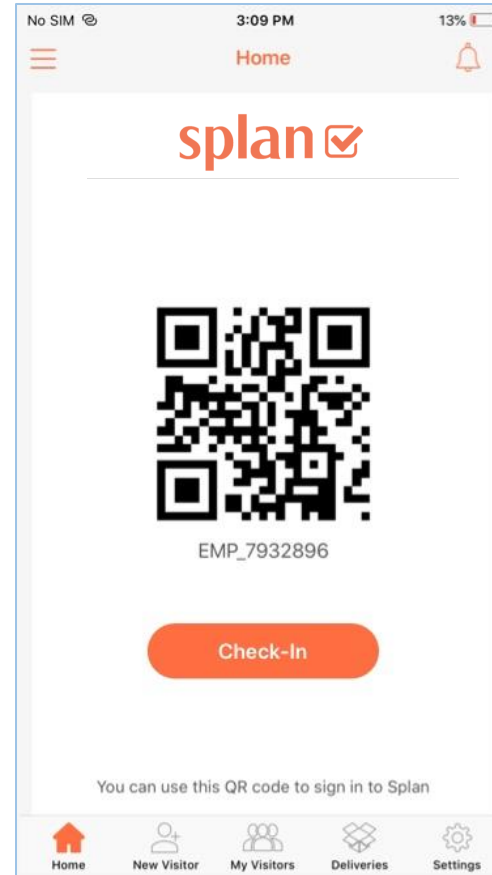
Touchless Online Check-In

You can check-in online with link given below. You will be asked to enter your email and go thru check-in process. You can check-in only after arriving onsite with check-in code provided in the lobby.

[Click here for Online Check-In](#)

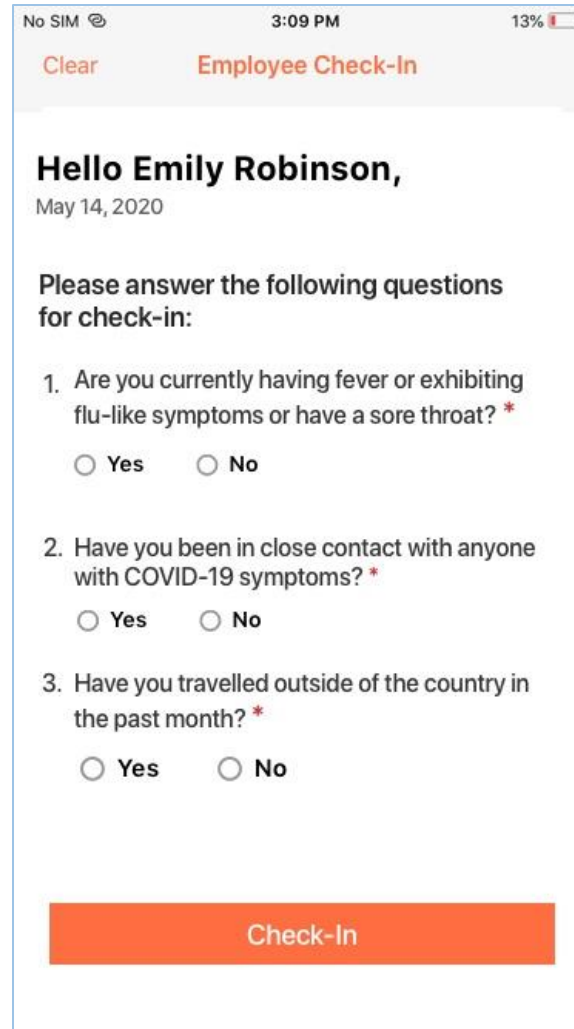
## Employees/Contractors - Touchless Check-In at Kiosk

- Employees can use SignInEasy App for all of their check-in needs at entrances, test centers etc.
- Facial Recognition can be enabled at Kiosks



# Employee Questionnaire During Check-in Process

- Employees can be posed with COVID-19 related questions daily
- If they present a Risk, they will be flagged
- Badge access can be disabled for a temporary duration



No SIM 3:09 PM 13%

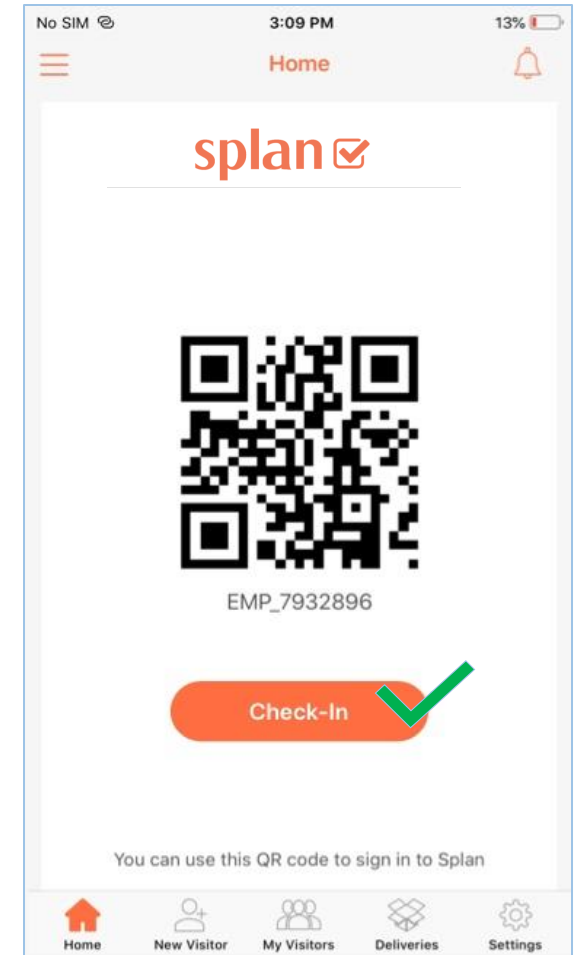
Clear Employee Check-In

**Hello Emily Robinson,**  
May 14, 2020

Please answer the following questions for check-in:

1. Are you currently having fever or exhibiting flu-like symptoms or have a sore throat? \*  
 Yes  No
2. Have you been in close contact with anyone with COVID-19 symptoms? \*  
 Yes  No
3. Have you travelled outside of the country in the past month? \*  
 Yes  No

Check-In



## Policy based Badge Activation

Maintain employee safety by adopting different policies:

Policy 1:

- Deactivate badges for employees who are deemed as COVID-19 positive
- Activate badges once they are symptoms free

Policy 2:

- Deactivate all badges at midnight
- Activate upon successful Vetting



# Visitor Questionnaire During Check-in Process

- Visitors can be posed with COVID-19 related questions during Check-in process
- If they present a Risk, they will be flagged
- Abnormalities can be vetted by Security Team before Check-in

Questionnaire

Are you currently running a fever, exhibiting flu-like symptoms or have a sore throat?	YES		NO
	<input type="checkbox"/>		<input type="checkbox"/>
Have you travelled to any of these countries: China, South Korea, Italy, Spain, France, Germany?	YES		NO
	<input type="checkbox"/>		<input type="checkbox"/>
Have you been in close contact with any one who has travelled outside of the country within 4 days?	YES		NO
	<input type="checkbox"/>		<input type="checkbox"/>

Registrations  
**15**  
Pre-Registrations : 3 | Pending Approval : 4

Checked-In  
**4**  
Yet to Check-In : 3

Checked-Out  
**4**  
Yet to Check-Out : 4

Temp Badge  
**9**  
Returned Temp Badge : 0

Check-In
Check-Out

Q

[Search All Visitors](#)
[Refresh \(Last refreshed : 05/11/2020 05:14 PM\)](#)
ID Scan

Add New

<input type="checkbox"/>	Name	Registration#	Host /Event Name	Scheduled Visit Time	Comments	Type	Current Status	Next Action
<input type="checkbox"/>	Ellan Warren	17UTS26RG8749	<a href="#">Adina Holzmiller</a>	05:40 PM to 06:40 PM		General Business Visitor	Registered on 05/11/2020 05:12 PM	<span style="background-color: #00a0c0; color: white; padding: 2px 5px; border-radius: 3px;">Check-In</span>
<input type="checkbox"/>	Laura Green <span style="background-color: #c00000; color: white; padding: 1px 2px; font-size: 8px;">Vi Risk</span>	17YKA26TP8750	<a href="#">Albertha Troll</a>	06:35 PM to 08:20 PM		Contractors	Pending Approval on 05/11/2020 05:12 PM	<span style="background-color: #00a0c0; color: white; padding: 2px 5px; border-radius: 3px;">Approve</span> <span style="background-color: #c00000; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 5px;">Reject</span>
<input type="checkbox"/>	Tim Burton	17ENR26CT8748	<a href="#">Abel Linebarger</a>	05:30 PM to 08:20 PM		General Business Visitor	Registered on 05/11/2020 04:51 PM	<span style="background-color: #00a0c0; color: white; padding: 2px 5px; border-radius: 3px;">Check-In</span>



# Temperature Check During Check-in Process



- Visitor/Employees/Contractors temperature reading can be recorded using thermal cameras or using Bluetooth Thermometer and abnormalities can be easily detected
- All the visitors/Employees/Contractors with beyond normal temperature reading can be sent for further vetting process

**Registrations**  
15  
Pre-Registrations : 3 | Pending Approval : 4

**Checked-In**  
4  
Yet to Check-in : 3

**Checked-Out**  
4  
Yet to Check-Out : 4

**Temp Badge**  
9  
Returned Temp Badge : 0

Check-In
Check-Out
Print Badge

Search All Visitors
Refresh (Last refreshed : 05/11/2020 05:14 PM)
ID Scan
Add New

<input type="checkbox"/>	Name	Registration#	Host /Event Name	Scheduled Visit Time	Comments	Type	Current Status	Next Action
<input type="checkbox"/>	Elian Warren	<a href="#">17UTS26RG8749</a>	<a href="#">Adina Holzmilller</a>	05:40 PM to 06:40 PM		General Business Visitor	Registered on 05/11/2020 05:12 PM	<span>Check-In</span>
<input type="checkbox"/>	Laura Green <span style="color: red; font-size: small;">V.Risk</span>	<a href="#">17YKA26TP8750</a>	<a href="#">Albertha Troll</a>	06:35 PM to 08:20 PM		Contractors	Pending Approval on 05/11/2020 05:12 PM	<span>Approve</span> <span>Reject</span>
<input type="checkbox"/>	Tim Burton	<a href="#">17ENR26CT8748</a>	<a href="#">Abel Linebarger</a>	05:30 PM to 08:20 PM		General Business Visitor	Registered on 05/11/2020 04:51 PM	<span>Check-In</span>

# Post-Visit Follow-Up

- Splan's unique capabilities deliver the ability to automatically survey visitors to ascertain if they are symptom free at the 7-day and 14-day mark from the date of visit.
- Customers can include survey links email.
- Visitors can respond to given customer's email OR participate in survey.
- Contact Tracing report is available for the Security Administrator



○ donot-reply@splan.com <donot-reply@splan.com>

Thursday, April 23, 2020 at 11:44 AM

● Chandra Surabhi

[Show Details](#)

Post Visit Follow-Up!

Hi John Smith ,

Hope all is well!

As we navigate COVID-19, our biggest commitment is keeping our employees and visitors healthy. To do so, we are continuously following with all visitors who were here before and checking their health status.

Please let us know if you are experiencing any fever, cough or any health issues after visiting us. Please inform us at this email [security@customer.com](mailto:security@customer.com) if you are experiencing any health issues.

Click here to answer [COVID screening survey](#)

We appreciate your time and value your response.

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Thank you

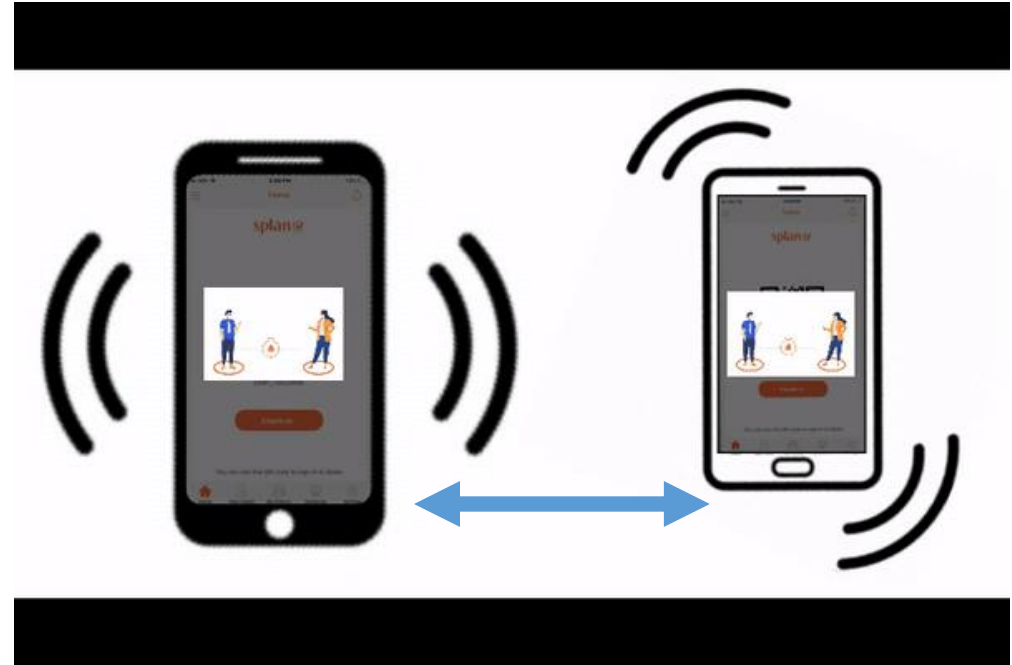
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Visitor Management Solutions.



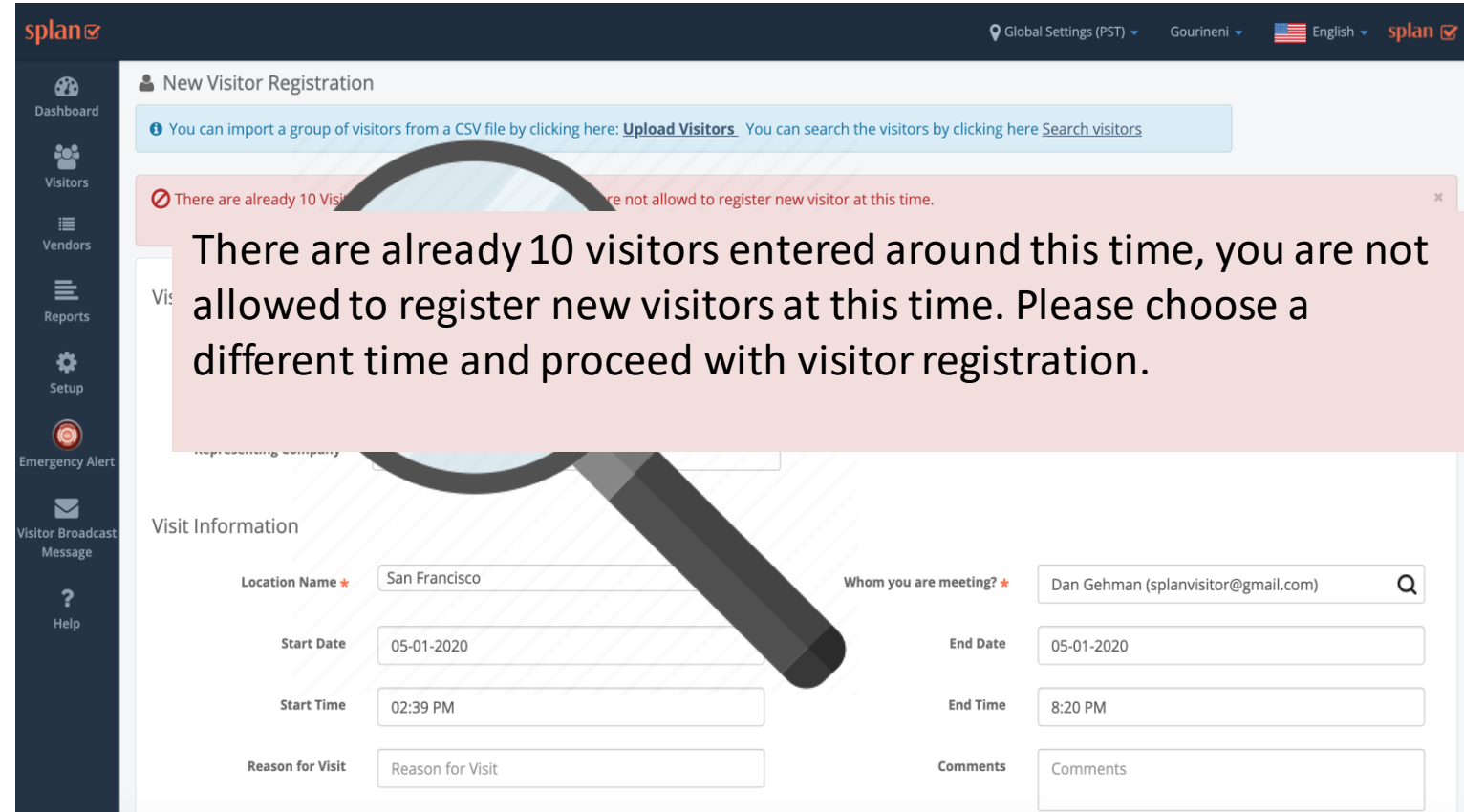
## Employee – Social Distance

- Buzz the Employees' SignInEasy app, if they are close to each other



# Visitor – Social Distance – Restrict Pre-Registrations

- Configure number of visitor pre-registrations at any given time +/- 15 mins (configurable).
- System shows error message to employees if visitor count limit exceeds during that time period
- This can be controlled at each site level.
- Admins can override visitor count limit.



# Visitor – Social Distance – Restrict Check-In

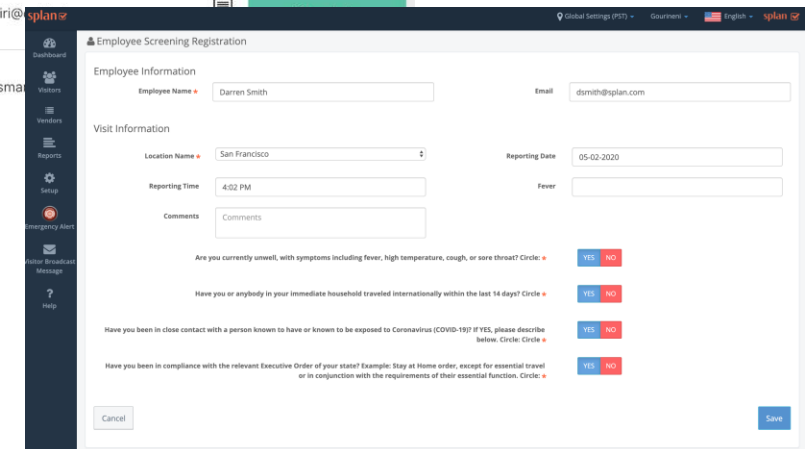
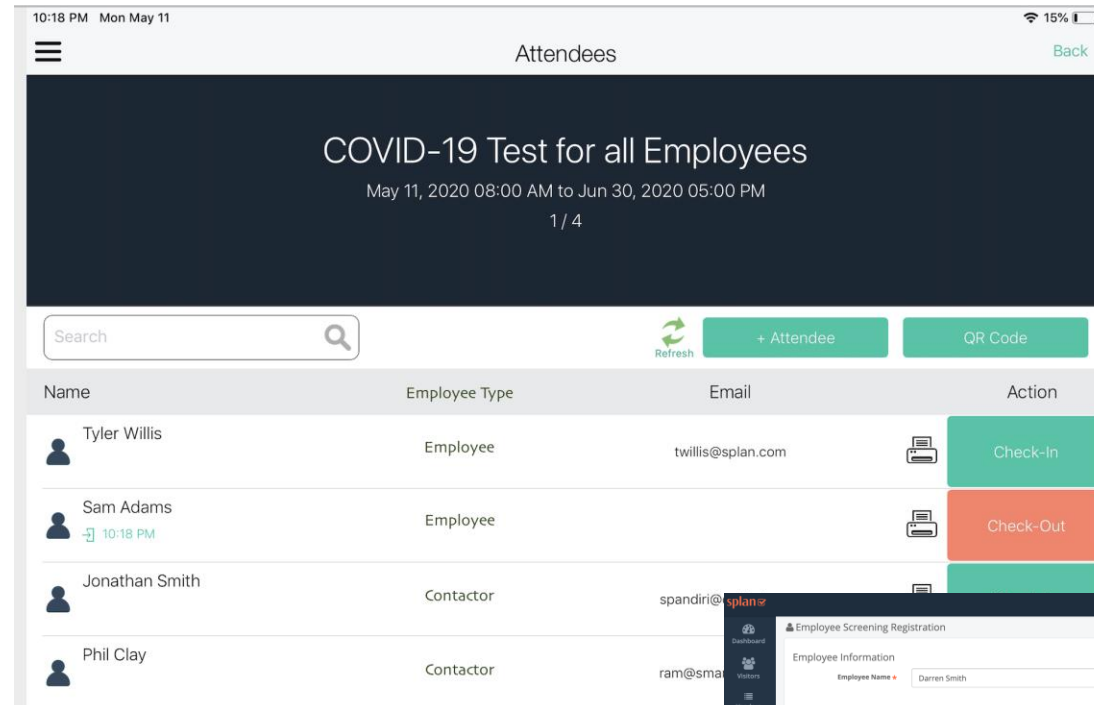
- Configure number of visitor check-ins at any point of time.
- No visitors are allowed to check-in until a visitor checks-out.
- Admin / LA can add an exception with comments and check-in visitor.
- This feature can be controlled at each site level.

The screenshot shows the Splan dashboard for Tuesday, April 28, 2020. The top navigation bar includes the Splan logo, location (San Francisco PST), user (Gourineni), and language (English). The dashboard features four main metrics: Registrations (45), Checked-In (20), Checked-Out (0), and Temp Badge (5). A prominent red error message states: "You cannot have more than 20 visitors in the building, cannot check-in any new visitor until any visitor checks out." Below this message is a table of active visitors.

Visitor	Host	Time	Role	Status	Action
Phil Simpson	Bill Perkins	05:00 PM To 08:20 PM	General Business Visitor	Registered on 04-28-2020 02:40 PM	Check-In
Amy Jackson (VIP)	Abel Linebarger	10:00 AM To 08:20 PM (Multi Day Visit)	General Business Visitor	Registered on 04-28-2020 01:10 PM	Check-In
Phil Simpson	Bill Perkins	01:09 PM To 08:20 PM	Regulatory Agency Representatives	Registered and Checked-in on 04-28-2020 01:09 PM	Check-Out (Visit Time Expired)
Anna Johnson (ABC Company)	Abigail Lundin	03:30 PM To 08:20 PM	General Business Visitor	Registered on 04-28-2020 01:08 PM	Check-In
Thomas Young (Watch List)	Adriane Duos	09:30 AM To 08:20 PM (Multi Day Visit)	General Business Visitor	Pending Approval on 04-07-2020 08:10 AM	

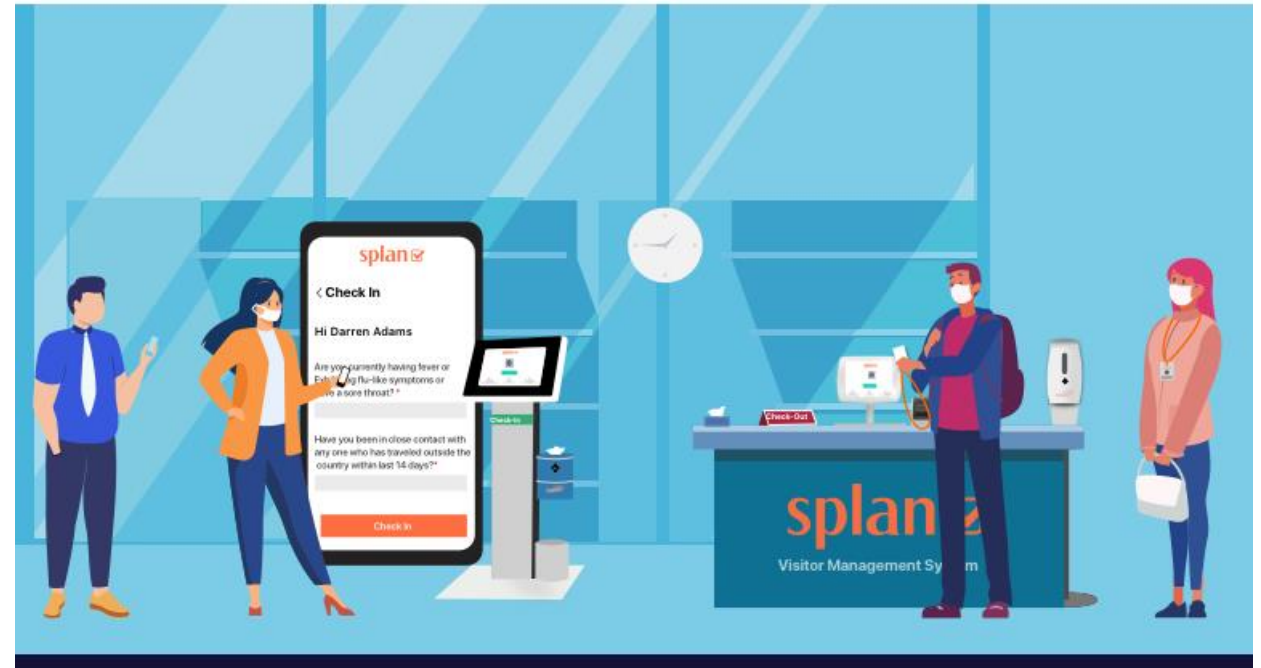
# Safety Programs and Events

- Employee COVID-19 Test Event
- Employees can scan their badge or use work email to check-in to COVID-19 Test Event
- Configurable COVID-19 screening questions
- Reports who participated in event



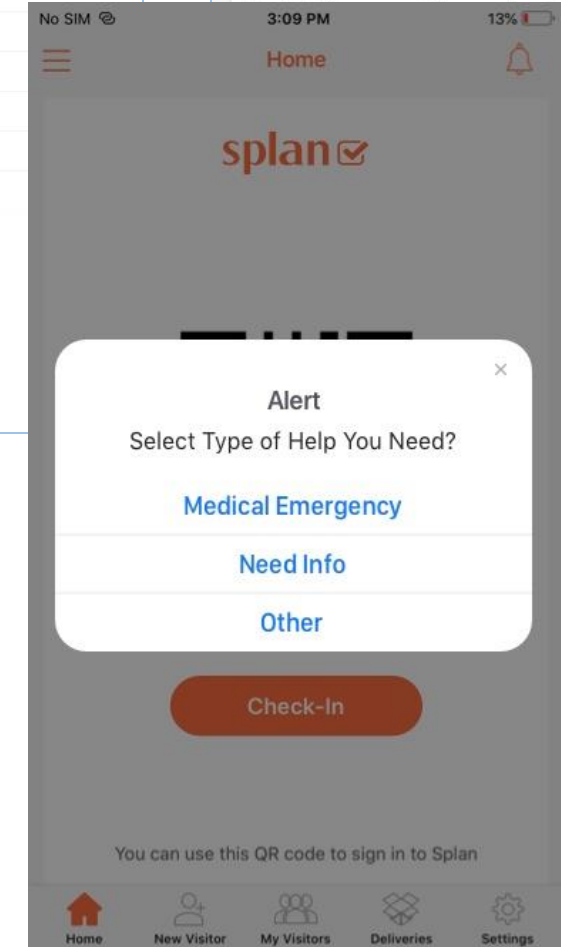
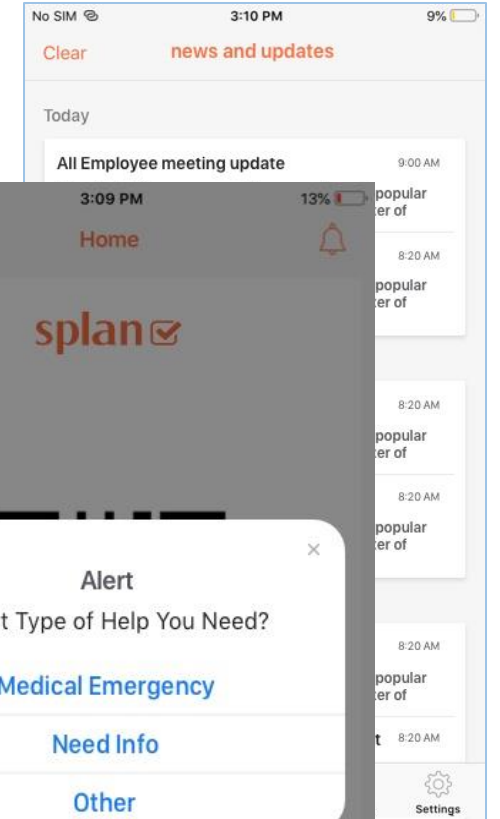
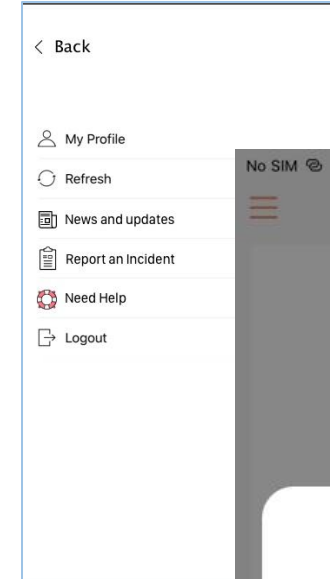
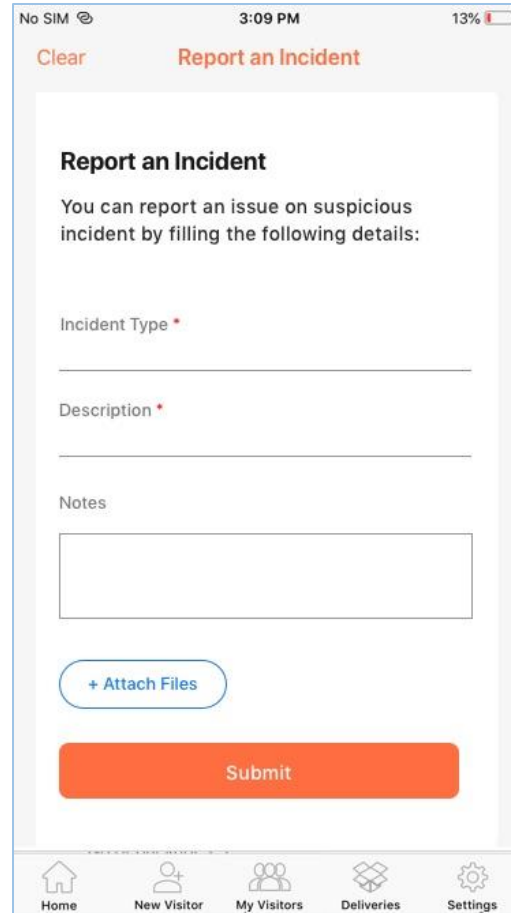
# Shifts for Employees and Enforce Capacity Planning

- Plan employee shifts
- Enforce sign in for employees and shift schedule
- Enforce capacity planning by tracking the number of employees, contractors and visitors



# Incident Management & Emergency Response

- Employees can report Suspicious activity
- Help button
- Emergency Evacuation Alerts
- COVID-19 related news and updates





## Disinfectant office facility

- Maintain the schedule
- Implement the policy by tracking the process
- Run reports



Thank You  
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[www.splan.com](http://www.splan.com)

