

## COVID-19 Visitor Management Protocol - CONTACTLESS CHECK-IN

In addition to current Angus Anywhere Visitor system, The Interchurch Center have implemented Contactless Check-In procedure. Below is step by step on how the new Contactless Check-In system will work.

1. Authorized person within tenant agency enters visitor information, including visitor's e-mail address, in the Angus Anywhere.

VISITOR(S)

Each visitor name should be unique and entered once. Group visits should include all known guest names and the total number of visitors expected (if different from the number of visitor names entered).

FIRST NAME LAST NAME COMPANY EMAIL

Add

GROUP SIZE

2. Starting Monday, July 13, 2020, all visitors will have to be registered by tenant to be allowed to enter the building.  
If Tenant agency need to give more staffs access to the Visitor Management, please send an e-mail to [clee@interchurch-center.or](mailto:clee@interchurch-center.or) with employee's information, i.e. fully name and e-mail address.
3. Visitor will receive a Mobile Pass e-mail with COVID-19 declaration statement and the Bar Code 22 hours in advance of expected arrival time.

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### No Reply: Visitor Check-In Procedure at The Interchurch Center

1 message

Angus AnyWhere <noreply@angus-systems.com>

Sun, Jul 12, 2020 at 10:00 AM

To:

Dear Chong-Test Lee

You are scheduled to arrive The Interchurch Center on 7/13/2020 8:00 AM to visit Chong Chin Lee with Newmark Knight Frank

Before arriving at the property, please read the Health Screening Questionnaire below. To ensure a healthy workplace, all visitors must agree to all of the following statements. Doing this in advance of your visit will ensure quick entry to the building.

- I have not been confirmed or presumed positive for COVID-19.
  - If I have been confirmed or presumed positive for COVID-19, I have followed proper isolation guidelines per the CDC.
- I confirm that I do not have the following COVID-19 symptoms: fever, shortness of breath, cough, fatigue, chills.
- If anyone within my company has been confirmed or presumed positive for COVID-19, I confirm I have been isolated from them.
- I have not knowingly been in close contact with a probable or confirmed COVID-19 patient in the last 14 days.
- I have a cloth mask, disposable mask, or face covering to wear while inside the building.

Upon arriving, please proceed to the turnstiles and scan the badge shown below from your smartphone turnstile scanners.

Sincerely,  
Chong Chin Lee

The Interchurch Center  
Floor: 02  
Suite: 240

Chong-Test Lee  
TIC

7/13/2020 8:00 AM



4. Visitor will need to read and acknowledge COVID-10 Screening Questionnaire by clicking “I Accept” to activate Bar code at the bottom of the e-mail.
5. The bard code will be activated 15 minute before the expected time.
6. For iPhone user, the visitor pass can be stored under Apple Wallet by clicking Apple Wallet application icon at the bottom of e-mail.
7. When the visitor enters the building there is no need to check in with Building Receptionist. Visitor will proceed to the turnstile and scan Mobile Pass from Apple Wallet or Bar Code at the bottom of e-mail to pass through the turnstile.
8. When visitor scans the bar code at the turnstile for first time, hosting tenant will receive an e-mail stating visitor have checked-in. The Bar Code expires at the “Allow Entry Until” time set by hosting tenant.
9. If hosting tenant do not have visitor’s e-mail address, visitor will not receive this COVID-19 Screening Questionnaire and will have to check in at the Reception Desk to receive paper visitor pass.
10. For Recurring Visits, visitor will receive an e-mail every day, 22 hours in advance of expected arrival time, for the duration of their scheduled visit.

#### **IN A GATED BUILDING WITH ACCESS CONTROL INTEGRATION**

