emocha Health®



Employee User Guide for emocha Web Kiosk

September 2021

Getting Started

Employees and visitors register themselves via the web-based portal, which can be accessed either in advance of a visit, or at points of entry to a facility. This web-based check-in form is accessible on any device or desktop computer which can access the internet.





Enter basic information

Enter your Email Address or your Member ID, First and Last Name, and Institutional Affiliation, which relates to the site of the workplace you are entering for the day. Click "Next." *Note: Visitors have an option to add a Phone Number.

emocha Health® Quick Check-in
Basic Information
Employee ID
Jdo#23
First Name
Jane
Last Name
Doe
Institutional Affiliation
Site A V
Next
helpdesk@emocha.com Coovidb 2020 annocha Mobile Matilh Jon All Biddte Berganad



Enter verification code

If prompted, enter the unique verification code that was sent via SMS and/or email.

If you have not receive the code, click "Resend Code" to have the code resent.

Click "Next" to continue your check-in.

emocha Health [®]	
Quick Check-in	
Please enter the code sent to your email/phone.	
Enter Gode	
•••••	
Resend code	
Next	
helpdesk@emocha.com	

Check-in Workflow



Choose an action

Indicate whether you would like to complete a Check-In or Record Vaccination.

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	entocha near	
	Quick Check-ir	1
	Check-In	
	Record Vaccination	
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Accept Terms of Use

Read and accept emocha's Terms and Conditions. *Note: All data submitted to emocha's HIPAA-secure platform will only be viewed and accessible by emocha's public health monitoring team, and is subject to legal requirements surrounding Protected Health Information.

You can also send these terms to your email.

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In order to be eligible to use emocha, you must first read, acknowledge, and agree to our Terms of Use and Privacy Policy(KOT). By creating an account and/or using the emocha platform, you are agreeing to comply with and by bound by these policies. You also acknowledge and understand that morcha will share the information you share on the App with your employer organization for purposes of maintains a sale workplace. If you do not agree with these terms, do not create an account or use our rearices.

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You should carefully read the following Terms of Use (the "Terms") before using emocha. By using the Service (defined in the Terms of Use), you are consenting to be bound by and are becoming a party to these Terms. If you do not agree to the Terms, do not download or use the Service.

Any information that emocha collects through your use of the Service is subject to the emocha Privacy Policy, which is part of these Terms.

By continuing to use the Service, you agree as follows:

1. You are at least 18 years old or have been legally emancipated;

You understand and intend that this Agreement is a legally binding agreement and the equivalent of a signed, written contract;

Privacy Policy

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• In e-mail, text and other electronic messages between you and the Website or App.

Through mobile and desktop applications you download from the Website or App, which provide

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I agree to allow emocha to share my information with my employer organization

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emocha Health [®]
Quick Check-in
Symptoms
Are you experiencing any of the following?
□ None
Ever or chills
🖾 Cough
Shortness of breath or difficulty breathing
E Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Back Next
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03

Symptoms

Reporting

that you are experiencing or

are currently experiencing no

symptoms.

Select all symptoms

choose "None" if you



Exposure Information

If you have come into close contact with someone with a laboratory-confirmed COVID-19 diagnosis in 10 days prior to your check-in, answer "Yes" and provide a date for your exposure.

-	emocha Health [®] Quick Check-in
	COVID-19 exposure Have you come into close contact with someone who has a laboratory-confirmed COVID-19 diagnosis in the past 10 days? Ves © No
	Back Next
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If you responded "Yes" to the COVID-19 exposure question, select the date you were exposed.

emocha Health [®] Quick Check-in
Enter exposure date
Oct 2020 Su Mo Tu Y Su 89 90 91 1 2 3 4 5 6 7 10 9 00 11 10 13 14 16 16 11 10 10 10 11 12 14 10 10 12 23 44 25 28 29 10 1 2 25 28 29 20 1 2 2
Back Nast
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COVID-19 Testing Information

If you have received a COVID-19 positive test result between your previous check-in and your current check-in, answer "Yes" and provide the date of your positive test.

-	emocha Health [®] Quick Check-in
	COVID-19 Test Status
	Have you tested positive for COVID-19 since your last check-in?
	⊖ Yes ● No
	Back Next
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If you responded "Yes" to the COVID-19 testing question, select the date you were tested.

emocha Health® Quick Check-in	
Enter test date	
MM/DD/YYYY Ger 2020 Sur Me Tu Ne Tr Fr Sa 29 30 30 31 1 3 4 5 6 7 10 10 11 10 10 15 16 17 18 10 20 21 22 23 24 25 26 20 21 22 34 45 5 6 27 28 20 1 2	
Back Next	
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emocha Health®
Quick Check-in
Temperature
Enter your temperature 98.6 % 0 I don't have a thermometer
Back Next
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06

Record your

Temperature

temperature or select "No Thermometer" if

available. *Note: If you select "No Thermometer" you may be required to complete a temperature

screening by your employer when you

report to work.

Enter your

you have no thermometer

Do you plan to be on-site?

Answer "Yes" or "No" to indicate whether or not you will be reporting to your worksite.

emocha Health [®]
Quick Check-in
Will you be (or were you) on-site today?
⊖ Yes ⊖ Ne
Back Next
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View your Digital Badge

Upon completion of your check-in, you will receive a Badge that indicates whether or not you should proceed to work. Your responses to the questions in your daily check-in determine the color of your digital Badge, in accordance with guidelines set/policy outlined by your employer. *Note: You are able to send this badge to yourself via SMS or email.

emocha Health® Quick Check-in
Check-in complete
Thank you for checking in. Send to mobile Print Print
Back Done



A Green Badge means you are cleared to report to work.



A Yellow Badge means you should not report to work.



A Green Badge with "No Thermometer" displayed means you did not include a temperature in your check-in, but you are cleared to report to work.



A Purple Badge means you are cleared to report to work and also that you have recorded your COVID-19 vaccination with emocha and your record has been accepted by CCSD Employee Health.

A Gray Badge means that you have not completed your daily check-in. You must complete a check-in to earn a digital badge prior to reporting to work.

Log Vaccination Status



Message Prompt

You may receive an in-app message from us prompting you to log your vaccination status.

We may also nudge you via email.





Second Dose Reminder

After you've uploaded dose 1 we'll remind you about your second dose 3 times.





Choose an action

Indicate whether you would like to complete a **Check-In** or **Record Vaccination**.

	emocha Health®	
	Quick Check-in	
	Check-In	
	Record Vaccination	
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In e-mail, text and other electronic messages between you and the Website or App.
 Through mobile and deskton annihilations you download from the Website or App which provide

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Enter Vaccination Information

Enter all required information - whether or not you will be vaccinated, dose number and date of the vaccine dose you are uploading, and the type of vaccine received. Click "Next" once you have entered your vaccination information. *Note: Your answers should reflect what is indicated on your vaccination record.

Vaccination Information
Have You Been Vaccinated?
Yes No Ishere not to record
Which Dose Are You Recording?
Dose 1: Vaccination Date
MM/DD/YYYY
Dose 2: Vaccination Date
MM/DD/YYYY
Back Next

Have You Been Vaccinated?	
Yes	-
Vaccination Type	
Pfizer-BioNTech COVID-19	•
Which Dose Are You Recording?	
O Dose 1	
O Dose 2	
O Doses 1 and 2	
Dose 2: Vaccination Date	
MM/DD/YYYY	
Back	Next



Upload Image of Vaccine Record

Click into the gray square to upload an image of your vaccine record. Once you have selected the file you wish to upload, you should see the name of the file displayed at the bottom of the gray square. Tap "Save and Done." *Note: The uploaded file must be a PDF, PNG, or JPEG.

emocha Health [®]	
Upload Vaccination Record	
Please upload an image or PDF of your vaccine record card	
Dose 1 and 2/2.	
Maximum upload file size: 10MB	
6	
Drag and drop some files here, or click to select files	
Save And Done	
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How to view once uploaded

Records are only viewable in the emocha App. Please reference mobile app guide for instructions on how to view your record, download the emocha app and create an account. *Note: If you already have the emocha app, access your vaccine record by selecting Menu icon, then "Resources", then "Vaccination Record."

emocha Health®
Upload Successful!
Thank you for keeping everyone and yourself safe. You have successfully uploaded all your Pfizer- BioNTech COVID-19 Vaccination Records
For easier check-ins <u>download the emocha app!</u>
Done *A user will be navigated to this screen if they select "No" or "I do not want to respond"
helpdask@ernicha.com
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