Timeclock Survey

USER MANUAL

ABC Learning Center

Survey Questions (1/2 Children)
Johnny Smith

Prior to the child's entry into a child care centre, temperature reading will be taken and recorded on this form by a Child Care Centre Staff.

Does the child, or any member of your household have any of the following symptoms: fever, cough, shortness of breathe.   Yes   No

Has the child travelled outside of Canada within the last 14 days?   Yes   No

Has the child had close contact with a confirmed or probable COVID-19 case?   Yes   No

Has the child had close contact with a person with acute respiratory illness who has been outside Canada in the last 14 days?   Yes   No

Has the child been given fever reducing medicine in the last 5 hours?   Yes   No

Back   **Check In & Next**   Skip Survey & Check In

Johnny Smith
Checked In
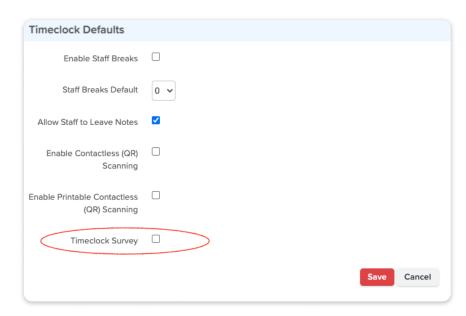
Jane Smith
Checked Out

The Timeclock survey was designed to provide you with the tools you need to complete daily COVID-19 screenings for your children. Below are instructions on how to enable and utilize this feature.

Please note that this feature is only available to centers that are using the Timeclock to track child attendance.

If you are new to the Timeclock and would like assistance on the set-up, please contact support@runsandbox.com or the Online Chat (found on the bottom right-hand corner of Sandbox).

Enable Timeclock Survey

To enable the Timeclock Survey, go to Settings (by clicking on your name on the top right-hand corner) > Timeclock and click the pencil next to "Timeclock Defaults" and check "Timeclock Survey" and Save.

Once the Timeclock Survey is enabled, you can now begin customizing this feature! You may need to refresh your page before moving on to the next step.
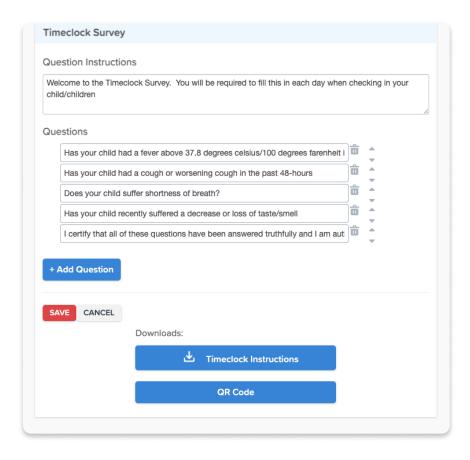
Timeclock Defaults

Enable Staff Breaks	☐
Staff Breaks Default	0 ▾
Allow Staff to Leave Notes	☑
Enable Contactless (QR) Scanning	☐
Enable Printable Contactless (QR) Scanning	☐
Timeclock Survey	☐

Save   Cancel

Timeclock Survey Set-Up

Under 'Question Instructions' feel free to add any verbiage regarding your COVID-19 screening procedures.
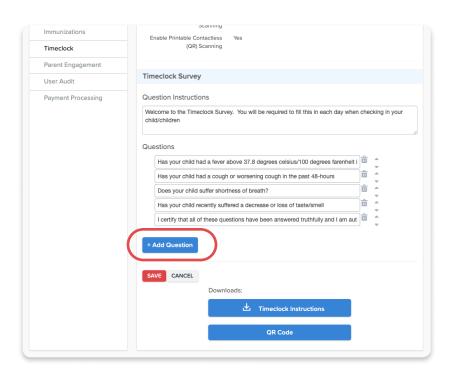Parents will see this verbiage before completing the survey.

Next step is adding each question you are required to ask Parents and/or Contact.

Screening requirements and procedures may vary depending on your location – please consult with your local authority for more information, or if you have any questions.

Timeclock Survey

Question Instructions

Welcome to the Timeclock Survey. You will be required to fill this in each day when checking in your child/children

Questions

Has your child had a fever above 37.8 degrees celsius/100 degrees farenheit i

Has your child had a cough or worsening cough in the past 48-hours

Does your child suffer shortness of breath?

Has your child recently suffered a decrease or loss of taste/smell

I certify that all of these questions have been answered truthfully and I am aut

+ Add Question

SAVE   CANCEL

Downloads:

⬇ Timeclock Instructions

QR Code

To add questions, click + Add Question. Here you will also be able to easily add or remove questions in the future, if needed. Once you have added all required questions, click Save.
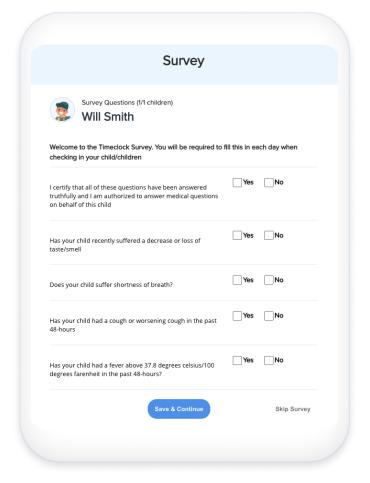

Time Clock Web App - What Parents/Contacts will see

Moving forward, the Time Clock Survey will appear when a Parent or Contact times in using your unique Time Clock link on your kiosk or on their mobile devices using your QR code.
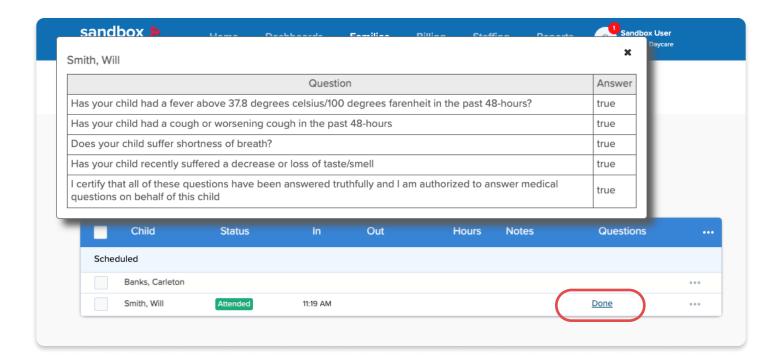
If a parent is timing in multiple children, they will be prompted to **fill out the survey per child.**

Review Responses

To review the responses from each screening, go to **Families** > **Attendance and click on a class**.

If the parent filled out the survey, you should see '**Done**' next to the child's name under 'Questions'. Click 'Done' to review the responses for each child.

If the parent did not fill out the survey (I.e. chose to 'Skip Survey') that area would be blank.

If you have any questions or run into any issues, please contact our support team directly at **support@runsandbox.com** or by visiting our Online Chat (found on the bottom right hand corner of Sandbox)