

# Timeclock Survey

## USER MANUAL

The screenshot displays the 'ABC Learning Center' survey interface. At the top, it says 'Survey Questions (1/2 Children) Johnny Smith'. Below this, there is a note: '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.' The survey consists of five questions, each with 'Yes' and 'No' radio button options:

- Does the child, or any member of your household have any of the following symptoms: fever, cough, shortness of breathe.
- Has the child travelled outside of Canada within the last 14 days?
- Has the child had close contact with a confirmed or probable COVID-19 case?
- Has the child had close contact with a person with acute respiratory illness who has been outside Canada in the last 14 days?
- Has the child been given fever reducing medicine in the last 5 hours?

At the bottom of the survey form, there are three buttons: 'Back', 'Check In & Next', and 'Skip Survey & Check In'. To the left of the main survey window, there are two child status cards: 'Johnny Smith Checked In' with a green arrow pointing right, and 'Jane Smith Checked Out' with a red arrow pointing left. To the right of the survey window, there is an illustration of a staff member holding a tablet, surrounded by various icons: a red plus sign, a pink heart, a purple syringe, and a dark blue smartphone.

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](mailto: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.

The screenshot shows the 'Timeclock Defaults' settings panel. It contains several toggle and dropdown options: 'Enable Staff Breaks' (checkbox), 'Staff Breaks Default' (dropdown set to 0), 'Allow Staff to Leave Notes' (checkbox checked), 'Enable Contactless (QR) Scanning' (checkbox), 'Enable Printable Contactless (QR) Scanning' (checkbox), and 'Timeclock Survey' (checkbox). The 'Timeclock Survey' checkbox is circled in red. At the bottom right, there are 'Save' and 'Cancel' buttons.



## 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.

The screenshot shows the 'Timeclock Survey' configuration panel. It includes a 'Question Instructions' text area with the text: 'Welcome to the Timeclock Survey. You will be required to fill this in each day when checking in your child/children'. Below this is a list of 'Questions' with five items: 'Has your child had a fever above 37.8 degrees celsius/100 degrees fahrenheit', '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', and 'I certify that all of these questions have been answered truthfully and I am aut'. Each question has a trash icon and a dropdown arrow. At the bottom left is a '+ Add Question' button. At the bottom center are 'SAVE' and 'CANCEL' buttons. At the bottom right, under 'Downloads:', there are two buttons: 'Timeclock Instructions' and '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.

The screenshot shows a configuration page for a 'Timeclock Survey'. On the left is a sidebar menu with options: Immunizations, Timeclock, Parent Engagement, User Audit, and Payment Processing. The main content area is titled 'Timeclock Survey' and includes a 'Question Instructions' section with a welcome message. Below this is a 'Questions' section with five text input fields containing the following questions: 'Has your child had a fever above 37.8 degrees celsius/100 degrees fahrenheit', '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', and 'I certify that all of these questions have been answered truthfully and I am aut'. A red circle highlights a '+ Add Question' button below the questions. At the bottom, there are 'SAVE' and 'CANCEL' buttons, and a 'Downloads' section with buttons for 'Timeclock Instructions' and 'QR Code'.



## 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**.

The screenshot shows the survey interface for a parent named Will Smith. The title is 'Survey' and it indicates 'Survey Questions (1/1 children)'. The parent's name 'Will Smith' is displayed with a profile icon. The survey includes a welcome message and a certification statement: 'I certify that all of these questions have been answered truthfully and I am authorized to answer medical questions on behalf of this child', with 'Yes' and 'No' checkboxes. Below are five questions, each with 'Yes' and 'No' checkboxes: 'Has your child recently suffered a decrease or loss of taste/smell', 'Does your child suffer shortness of breath?', 'Has your child had a cough or worsening cough in the past 48-hours', and 'Has your child had a fever above 37.8 degrees celsius/100 degrees fahrenheit in the past 48-hours?'. At the bottom, there are 'Save & Continue' and 'Skip Survey' buttons.



## 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.

The screenshot shows the 'Sandbox' user interface. A modal window titled 'Smith, Will' is open, displaying a table of survey questions and answers. Below the modal, a table lists children with columns for 'Child', 'Status', 'In', 'Out', 'Hours', 'Notes', and 'Questions'. The 'Done' button in the 'Questions' column for 'Smith, Will' is circled in red.

Question	Answer
Has your child had a fever above 37.8 degrees celsius/100 degrees fahrenheit in the past 48-hours?	true
Has your child had a cough or worsening cough in the past 48-hours	true
Does your child suffer shortness of breath?	true
Has your child recently suffered a decrease or loss of taste/smell	true
I certify that all of these questions have been answered truthfully and I am authorized to answer medical questions on behalf of this child	true

Child	Status	In	Out	Hours	Notes	Questions	...
Scheduled							
<input type="checkbox"/> Banks, Carleton							...
<input type="checkbox"/> Smith, Will	Attended		11:19 AM			Done	...

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](mailto:support@runsandbox.com) or by visiting our Online Chat (found on the bottom right hand corner of Sandbox)