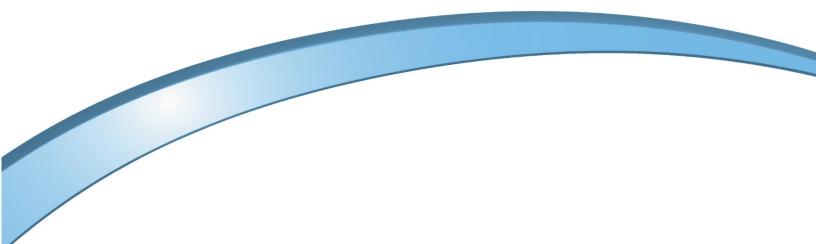


System Documentation

OnePoint Human Capital Management

Employee Contact Tracing Tools



Please consult your counsel concerning any privacy-related issues in conjunction with your use and distribution of this report

What is contact tracing?

According to the <u>World Health Organization</u>, when someone is infected with an infectious disease, such as a virus, those around them are at higher risk of becoming infected themselves, and of potentially transmitting the illness to others. To minimize this risk, those who have had contact with an afflicted person need to be notified as quickly as possible so that they can receive appropriate care and isolate themselves to reduce further spread. The process for monitoring people in close contact with someone who is infected is known as "<u>contact tracing</u>." Contact Tracing, as outlined by the World Health Organization (WHO), is comprised of three steps: 1) contact identification, 2) contact listing, and 3) contact follow-up.

In the context of the workplace, this process can be cumbersome without visibility into who was working when and with whom. Having access to information that can quickly identify employees who may have come into contact with an afflicted individual is business-critical.

There will be two reports you will need to create within OnePoint HCM to identify the afflicted employee and colleagues that may have come into contact with this employee. Below we will walk you through the creation of these two reports that we have titled:

- Employee Contact Trace Report
- Colleague Contact Trace Report

The Employee Contact Trace Report can be used to identify the day, time, and cost center the afflicted employee worked in.

- Navigate to Time > Reports > Time Allocation > Details Hours
- You will want to include the following fields in the report: Employee ID, Start, End, Hours, Timesheet Start, Timesheet End, Cost Center Full Path.
- It is essential to include the Cost Center Full Path as it will help you further analyze the employee data. If your company utilizes multiple Cost Centers, you will want to bring in each center to help identify the location the afflicted employee worked. (Note: In your company setup Cost Centers may have been assigned names i.e., Department, Location, etc. to bring in cost centers that with a specific name, filter for the name of the cost center)
- Change the Timesheet Date filter to Calendar Range This Year.
- This view is applicable for customers using the Start/End All Days Timesheet Profile. If you are using Bulk Hours Timesheet Profile, you would still have Hours, Timesheet Start, Timesheet End, Location Full Path, Department Full Path, but you will not show times within the Start and End columns since the employees hours enter in bulk (8 hours) verse time entries.



← Detailed Hours

	Employee Id	•	↓ Date	-	Start	•	End	•	Hours 👻	Time	sheet Start		Timesheet End	-	Is Time Off		Location Full Path	-	Department Full Path	. 🐨 🗄	Time Off Name	-
	starts with	•	between	•	between		-	•	. v	•		•	-	•	All	٣	starts with	٣	starts with	•	starts with	*
													_									
R	16789		04/30/2020			12:22p	02	24p	2.03	04/1	/2020		04/30/2020				Pacific/Washington/WA-Seattle					
E	16789		04/30/2020			07:06a	12	04p	4.97	04/1	/2020		04/30/2020				Pacific/Washington/WA-Seattle					
	Robbins7890		04/30/2020			12:24p	04	46p	4.37	04/1	/2020		04/30/2020				Pacific/Washington/WA-Seattle		Pediatric			
1	Robbins7890		04/30/2020			08:07a	11	39a	3.53	04/1	/2020		04/30/2020				Pacific/Washington/WA-Seattle		Pediatric			
E	Grey8901		04/30/2020			07:40a	04	05p	8.42	04/1	/2020		04/30/2020				Pacific/Washington/WA-Seattle		General Surgery			
12	Shepherd9012		04/30/2020			08:52a	01:	40p	4.80	04/1	/2020		04/30/2020				Pacific/Washington/WA-Seattle		Neurology			
12	Shepherd9012		04/30/2020			02:26p	04	55p	2.48	04/1	/2020		04/30/2020				Pacific/Washington/WA-Seattle		Neurology			
1	Sloan123		04/30/2020			07:26a	11	02a	3.60	04/1	/2020		04/30/2020				Pacific/Washington/WA-Seattle		Plastics			
12	Sloan123		04/30/2020			11:50a	03	58p	4.13	04/1	/2020		04/30/2020				Pacific/Washington/WA-Seattle		Plastics			
1	Torres1234		04/30/2020			02:58p	05	51p	2.88	04/1	/2020		04/30/2020				Pacific/Washington/WA-Seattle		Orthopaedics			

Once you have the columns in the report, you will want to save the report. Click on the ellipse's menu to the right of the report then Click Save View. Below highlights the Save View screen with an example report name of *Employee Contract Trace Report* and description of *Initial Person - Time Segments worked*. You can also include a Tag to easily find this report from within your Saved Reports view.

	Employee	ld 👻	↓ Date	•	Start	•	End 👻	Hours 👻	•	Timesheet Start	•	Timesheet End	•	Is Time Off 🛛 👻	Location Full Path	•	Department Full Path	 Time Off Name	-
	starts with	Ŧ	between	•	between	-	· ·	• •	-		•	•	٣	All 👻	starts with	•	starts with	 starts with	*
											-								
	16789		04/30/2020		12:	22p	02:24p	2.03	3	04/16/2020		04/30/2020			Pacific/Washington/WA-Seattle				
E	16789		04/30/2020		07:1	06a	12:04p	4.97	7	04/16/2020		04/30/2020			Pacific/Washington/WA-Seattle				
	Robbins7	90	04/30/2020		12:	24p	04:46p	4.37	7	04/16/2020		04/30/2020			Pacific/Washington/WA-Seattle		Pediatric		
E	Robbins7	90	04/30/2020		08:1	07a	11:39a	3.53	3	04/16/2020		04/30/2020			Pacific/Washington/WA-Seattle		Pediatric		
E	Grey8901		04/30/2020		07:	40a	04:05p	8.42	2	04/16/2020		04/30/2020			Pacific/Washington/WA-Seattle		General Surgery		
	Shepherd	012	04/30/2020		08:	52a	01:40p	4.80	0	04/16/2020		04/30/2020			Pacific/Washington/WA-Seattle		Neurology		
E	Shepherd	012	04/30/2020		02:	26p	04:55p	2.48	8	04/16/2020		04/30/2020			Pacific/Washington/WA-Seattle		Neurology		
E	Sloan123		04/30/2020		07:	26a	11:02a	3.60	0	04/16/2020		04/30/2020			Pacific/Washington/WA-Seattle		Plastics		
	Sloan123		04/30/2020		11:	50a	03:58p	4.13	3	04/16/2020		04/30/2020			Pacific/Washington/WA-Seattle		Plastics		
. 0	Torres123		04/30/2020		02:	58p	05:51p	2.88	8	04/16/2020		04/30/2020			Pacific/Washington/WA-Seattle		Orthopaedics		



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The Colleague – Contact Trace Report can be used to identify employees that may have come into contact with the afflicted employee.

- Remain on the Employee Contact Trace Report that was just saved.
- Add in the Employee First Name & the Employee Last Name columns to the report.
- The screenshot below highlights the chart feature. If you would like to add charts to your reports, watch this short video to learn how.

	↑ Employee Id	▼ First I	ame 🔻	Last Name	•	4t 🝸 Date 🛛 👻	at ¥ Start	•	at Y End	-	Hours	•	Timesheet Start 🛛 👻	Timesheet End 👻	Location Full Path	• Dep	artment Full Path	•	Time Off Name	-
	starts with	▼ starts w	h 🔻	starts with	Ŧ	± •	>	-	<	*	-	•	· •	- · ·	starts with	starts	with	· •	starts with	-
F	11234	Carina		DeLuca		02/17/2020	07	52a	11	1:39a	3.	78	02/16/2020	02/22/2020	Pacific/Washington/WA-Seattle	Gen	eral Surgery			
17	12345	Ben		Warrin		02/17/2020	07	:55a	11	1:38a	3.	72	02/16/2020	02/22/2020	Pacific/Washington/WA-Seattle	Ana	esthetics			
F	16789	Mirano	a	Smith		02/17/2020	07	50a	11	1:25a	3.	58	02/16/2020	02/29/2020	Pacific/Washington/WA-Seattle	Gen	eral Surgery			
1	17890	Stepha	nie	Edwards		02/17/2020	07	51a	11	1:29a	3.	53	02/16/2020	02/22/2020	Pacific/Washington/WA-Seattle	Gen	eral Surgery			
F	18901	Leah		Murphy		02/17/2020	07	:47a	11	1:24a	3.	52	02/16/2020	02/22/2020	Pacific/Washington/WA-Seattle	Gen	eral Surgery			
F	Avery123	Jacks	n	Avery		02/17/2020	80	268	12	2:50p	-4.	10	02/16/2020	02/22/2020	Pacific/Washington/WA-Seattle	Plas	dics			
F	Brody2345	Hanna	1	Brody		02/17/2020	12	08p	02	2:23p	2.	25	02/16/2020	02/22/2020	Pacific/Washington/WA-Seattle	Gen	eral Surgery			
1	Burke3456	Presto	1	Burke		02/17/2020	80	38a	12	2:08p	3.	50	02/16/2020	02/29/2020	Pacific/Washington/WA-Seattle	Carr	liology			
F	Deluca3456	Andres		Deluca		02/17/2020	07	58a	12	2:50p	4.	37	02/16/2020	02/22/2020	Pacific/Washington/WA-Seattle	Gen	eral Surgery			
Į.	Grey4567	Lexie		Grey		02/17/2020	80	01a	12	2:09p	4.	13	02/16/2020	02/22/2020	Pacific/Washington/WA-Seattle	Gen	eral Surgery			
E.	Hunt2345	Owen		Hunt		02/17/2020	08	02a	11	1:33a	3.	52	02/16/2020	02/29/2020	Pacific/Washington/WA-Seattle	Eme	rgency Department			
F	Karev9012	Alex		Karev		02/17/2020	11	56a	02	2:40p	2.	73	02/16/2020	02/22/2020	Pacific/Washington/WA-Seattle	Ped	iatric			
	Kepner1234	April		Kepner		02/17/2020	80	:50a	01	1:14p	4	10	02/16/2020	02/22/2020	Pacific/Washington/WA-Seattle	Eme	rgency Department			
F	O'Malley6789	Georg		O'Malley		02/17/2020	80	38a	12	2:41p	4.	05	02/16/2020	02/22/2020	Pacific/Washington/WA-Seattle	Gen	eral Surgery			
p.	Riggs2345	Natha		Riggs		02/17/2020	80	17a	11	1:58a	3.	58	02/16/2020	02/22/2020	Pacific/Washington/WA-Seattle	Eme	rgency Department			
E.	Robbins7890	Arizon		Robbins		02/17/2020	08	02a	11	1:53a	3.	35	02/16/2020	02/29/2020	Pacific/Washington/WA-Seattle	Ped	iatric			





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• Click on the Ellipses menu and select Save View As, below highlights the Save View As screen with an example report name, of Colleague – Contact Trace Report. Note, make sure to Save View As otherwise you will save over the Employee Contact Trace Report.

		+ Employee Id	 First Name 	Last Name 👻	Date 👻	Start		Hours 👻	Timesheet Start	▼ Tim	rsheet End 🛛 👻	Location Full Path 👻	Department Full Path	 Time Off Name 	-
		starts with	r starts with	starts with 💌	· •	>	• ·			*	*	starts with	starts with	starts with	*
L															-
		11234	Carina	DeLuca	01/03/2020	08:	40a 03:56p	7.2	7 12/29/2019	01/0	4/2020	Pacific/Washington/WA-Seattle	General Surgery		
		11234	Carina	DeLuca	01/02/2020	08:	02a 04:59p	8.9	5 12/29/2019	01/0	4/2020	Pacific/Washington/WA-Seattle	General Surgery		
E		11234	Carina	DeLuca	01/06/2020	07:	40a 12:38p	4.9	7 01/05/2020	01/1	1/2020	Pacific/Washington/WA-Seattle	General Surgery		
[11234	Carina	DeLuca	01/06/2020	01:	28p 03:38p	2.1	7 01/05/2020	01/1	1/2020	Pacific/Washington/WA-Seattle	General Surgery		
[6	11234	Carina	DeLuca	01/07/2020	OF						Pacific/Washington/WA-Seattle	General Surgery		
[11234	Carina	DeLuca	01/08/2020	1:	Save View As)	< 10	Pacific/Washington/WA-Seattle	General Surgery		
E	6	11234	Carina	DeLuca	01/08/2020	01					50	Pacific/Washington/WA-Seattle	General Surgery		
E	6	11234	Carina	DeLuca	01/09/2020	0.	Name *				10	Pacific/Washington/WA-Seattle	General Surgery		
[E	11234	Carina	DeLuca	01/09/2020	01					10	Pacific/Washington/WA-Seattle	General Surgery		
		11234	Carina	DeLuca	01/10/2020	0.	Colleagues - Contac	t frace Report			10	Pacific/Washington/WA-Seattle	General Surgery		
	2	11234	Carina	DeLuca	01/10/2020	15	Description				0	Pacific/Washington/WA-Seattle	General Surgery		
		11234	Carina	DeLuca	01/13/2020	0	Colleagues - time se	gments worked			10	Pacific/Washington/WA-Seattle	General Surgery		
		11234	Carina	DeLuca	01/13/2020	10					0	Pacific/Washington/WA-Seattle	General Surgery		
		11234	Carina	DeLuca	01/14/2020	01					10	Pacific/Washington/WA-Seattle	General Surgery		
		11234	Carina	DeLuca	01/14/2020	0.					0	Pacific/Washington/WA-Seattle	General Surgery		
		11234	Carina	DeLuca	01/15/2020	0.						Pacific/Washington/WA-Seattle	General Surgery		
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							COVID-19								
0	w Co	unt by Department	Full Path				Deletion Is Not All	owed							
		,					My Default								
				-			my Deladit								
				Plastics 284	Anaesthetics 143		Share				Callie 668.96	Derek Hannah Jackson 644,57 647.74 650.28	Lexie 674.01 Miranda 649.78 643.87	Owen 663.11 Stephare	te to
			Pe 25-	distric	2	ardiology	Share							615.14	
			Orthopaedics												
			0B/GYN & Neonatal					-							
								CANCEL	SAVE	SAVE & RUN					
			Neurology			Emergency									
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													and a start water and a start water		

Once you have both reports saved you can access both reports by clicking on the Saved View. See below.

< F	Page	1 of 1 ▶ 1-22 of 2	22 Rows Saved: Colle	agues - Con 💌	
		↑ Employee Id 🛛 👻	First Name 🛛 🔻	[System](Default)	Date
		starts with	starts with 💌	✓ Colleagues - Contact Trace Report	-
1		11234	Carina	Employee Contact J Trace Report	/17/2020
7		12345	Ben		17/2020
1		16789	Miranda	Shared views	/17/2020
		17890	Stephanie	My saved views >	/17/2020
1		18901	Leah	Murphy 0	2/17/2020
1		Avery123	Jackson	Avery 0	2/17/2020



Run the Employee - Contact Trace Report

D

- Navigate to the Employee Contact Trace Report
- Filter for the Employee ID of the afflicted employee and in the date's column filter using Between from the drop down.
- In the date column filter, select Between from the drop down, and then enter a start and end date, for example: 02/14/2020 and 02/19/2020 (make sure to include the word and. This will allow the report to pull the employees time entries from their timesheet between the set dates.
- Once the report runs with the filters you can now export the returned information giving you a list of the times the employee was in the office.

(Pi	age [1 of 1 ▶ 1-7	of 7 Rc	ows Saved: I	Employ	yee Contac	•											imesh	heet Dates: This Year	Colum	ns (2) 🛞 🍸 (3) [•
		↓t ¥ Employee Id	•	↓ ▼ Date	•	Start	-	End 👻	Ho	ars 💌	Timesheet Start	•	Timesheet End	•	Is Time Off	-	Location Full Path	•	Department Full Path	•	Time Off Name	-
		starts with	Ŧ	between	Ŧ	between	*	• •	-	Ŧ	•	Ŧ	•	Ŧ	All	Ŧ	starts with	Ŧ	starts with	Ŧ	starts with	Ŧ
		16789		02/14/2020;0	02/20																	
													<u> </u>									
2	(F)	16789		02/20/2020)		08:32a	05:02p		8.50	02/16/2020		02/29/2020				Pacific/Washington/WA-Seattle		General Surgery			
2	(P	16789		02/19/2020	0		08:02a	04:07p		8.08	02/16/2020		02/29/2020				Pacific/Washington/WA-Seattle		General Surgery			
2	(P	16789		02/18/2020)		12:50p	04:03p		3.22	02/16/2020		02/29/2020				Pacific/Washington/WA-Seattle		General Surgery			
2	(F)	16789		02/18/2020)		08:13a	12:26p		4.22	02/16/2020		02/29/2020				Pacific/Washington/WA-Seattle		General Surgery			
2	(F)	16789		02/17/2020)		07:50a	11:25a		3.58	02/16/2020		02/29/2020				Pacific/Washington/WA-Seattle		General Surgery			
2	(P)	16789		02/17/2020)		12:37p	03:45p		3.13	02/16/2020		02/29/2020				Pacific/Washington/WA-Seattle		General Surgery			
2	F	16789		02/14/2020)		07:55a	03:42p		7.78	02/01/2020		02/15/2020				Pacific/Washington/WA-Seattle		General Surgery			
port	Total									38.51												



Run the Colleagues – Contact Trace Report

- Navigate to the Colleagues Contact Trace Report
- Utilizing the Employee Trace Report, you can analyze this report in several ways, below highlights a few examples.
 - Filter by the range of time the initial employee punched in and by date (pictured below)
 - Filter by a date range and time
 - Filter by Department Full Path (Cost Center).

_	+ Employee Id	 First Name 	Last Name 🔫	at ¥ Date →	ar 🕈 Start 🗢	a Y End 👻	Hours 👻	Timesheet Start 👻	Timesheet End 👻	Location Full Path 👻	Department Full Path 🔹	Time Off Name	•
	starts with	starts with	starts with 💌	· ·	> •	< v	+ •	. v	• •	starts with	starts with	starts with	٣
				02/17/2020	07:45a	03.00p							
							-						
	11234	Carina	DeLuca	02/17/2020	07:52a	11:39a	3.78	02/16/2020	02/22/2020	Pacific/Washington/WA-Seattle	General Surgery		
1	12345	Ben	Warrin	02/17/2020	07:55a	11:38a	3.72	02/16/2020	02/22/2020	Pacific/Washington/WA-Seattle	Anaesthetics		
(C	16789	Miranda	Smith	02/17/2020	07:50a	11:25a	3.58	02/16/2020	02/29/2020	Pacific/Washington/WA-Seattle	General Surgery		
UR.	17890	Stephanie	Edwards	02/17/2020	07:51a	11:29a	3.63	02/16/2020	02/22/2020	Pacific/Washington/WA-Seattle	General Surgery		
P1	18901	Leah	Murphy	02/17/2020	07:478	11:24a	3.62	02/16/2020	02/22/2020	Pacific/Washington/WA-Seattle	General Surgery		
1	Avery123	Jackson	Avery	02/17/2020	08:26a	12:50p	4.40	02/16/2020	02/22/2020	Pacific/Washington/WA-Seattle	Plastics		
F.	Brody2345	Hannah	Brody	02/17/2020	12.08p	02:23p	2.25	02/16/2020	02/22/2020	Pacific/Washington/WA-Seattle	General Surgery		
UN.	Burke3456	Preston	Burke	02/17/2020	08:38a	12:08p	3.50	02/16/2020	02/29/2020	Pacific/Washington/WA-Seattle	Cardiology		
U.	Deluca3456	Andrew	Deluca	02/17/2020	07:58a	12:50p	4.87	02/16/2020	02/22/2020	Pacific/Washington/WA-Seattle	General Surgery		
F.	Grey4567	Lexie	Grey	02/17/2020	08:01a	12:09p	4.13	02/16/2020	02/22/2020	Pacific/Washington/WA-Seattle	General Surgery		
βħ	Hunt2345	Owen	Hunt	02/17/2020	08:02a	11:33a	3.52	02/16/2020	02/29/2020	Pacific/Washington/WA-Seattle	Emergency Department		
F.	Karev9012	Alex	Karev	02/17/2020	11.56a	02:40p	2.73	02/16/2020	02/22/2020	Pacific/Washington/WA-Seattle	Pediatric		
FR.	Kepner1234	April	Kepner	02/17/2020	08.50a	01:14p	4.40	02/16/2020	02/22/2020	Pacific/Washington/WA-Seattle	Emergency Department		
	118.8+3+4780	Paren	/19.4-share	02/12/2020	00-50-	57-87m	4.68	00/16/2020	00/00/0000	President Mescharaton (MA Constelle	Connerd Russens		
w C	ount by Department	t Full Path						Hours by First Name					
wc	ount by Department	r rui Path						nours by First Name					
			Plastics 2	/ Anaesthetics				6.00 Andrew 4.87			Mathew 4.9		
				Can 2	lielogy			5.00 4.87 April 4.4	Calls 4.38	Christina George 4.4	Lexie		
		Pediatrie 2	•					4.00	Arizona Ben Carina 3.85 3.72 2.78	4.08 4.05	4.13 Mark sah 3.87 Mirends 42 3.58	Nathan Owen Precton 3.9	Step
								2 No.		3.55 2.	2.58	3.52 3.5	
		Orthopsedice			Emergency Department	et		3.00 2.73		Harnah			
								2.00		2.25			
			Gener	ral Surgery				- 1.00					
			• Rov	v Count: 11	1			1,00					
			10.00	. Ora									
				0				0.00					
								and all all	where we do so and	for so the set the s	and wat where want a	and and share and	gh.

Note, if you are using charts and you pull in Row Count By Department, this will allow you to drill down to the employees within each department without having to use your report filter. See the following image below as an example.

		Employee Id	 First Name 	✓ Last Name	★ ▼ Date	• 1	r 🕈 Start 🔍 👻	End		Hours -	Timesheet Start	▼ Timesheet End		Location Full Path	▼ Department Full	Path 👻	Time Off Name	-
		starts with	▼ starts with	▼ starts with	· .	-	between 👻	•	Ŧ	- ·		× .	*	starts with	▼ starts with	Ŧ	starts with	Ŧ
L					02/17/2020		07:45a;08:00a											
١.	_						07:50a			-								
	1	16789	Miranda	Smith	02/17/2020				11:25a	3.58		02/29/2020		Pacific/Washington/WA-Seattle	General Surgery			
		17890	Stephanie	Edwards	02/17/2020		07:5	07:51a	11.29a 11.24a	3.63		02/22/2020		Pacific/Washington/WA-Seattle Pacific/Washington/WA-Seattle	General Surgery General Surgery			
	14 17	12345	Ben	Warrin	02/17/2020		07:55a		11:244	3.64		02/22/2020		Pacific/Washington/WA-Seattle	Anaesthetics			
	1	Deluca3456	Andrew	Deluca	02/17/2020		07:558		12:50p	4.87		02/22/2020		Pacific/Washington/WA-Seattle	General Surgery			
	1	11234	Carina	DeLuca	02/17/2020		07:52a		11.39a	3.78		02/22/2020		Pacific/Washington/WA-Seattle	General Surgery			
R	iat																	
Ro	w Co	unt by Departme	nt Full Path							н	ours by First Name							
Ro	w Ca	unt by Departme	nt Full Path							н								
Ro	w Ca	unt by Departme	nt Full Path		1	Anaesthetics				н	6.00							
Ro	w Ca	unt by Departme	nt Full Path		1	Anseathetica 1				н								
Ro	w Ca	unt by Departme	nt Full Path		1	Anaesthetics	c			н	6.00 5.00 Andrew 4.87	Ben.		Carra	Lenh	Mesoda		
Ro	w Ca	unt by Departme	nt Full Path			Anaesthetics				••• H	6.00 Andrew	Ben 3.72		Curina 221	Lesh	Mranda 158	Disphanie 3.63	
Ro	w Ca	unt by Departme	nt Full Path			Anaesthetics				••• H	6.00 5.00 Andrew 4.87	Ben 3.72		Guna 178	Lenh 3.62	Manda 158		
Ro	w Ca	unt by Departme	nt Full Path			Anaesthetics				••• H	6.00 5.00 447 4.00	Ben 3.72		5000 129	Lenh. 3.42	Mranda 3.59		
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Accessing Contact Trace Reports

Now that you have both reports saved you can access them at any time and modify as needed. Simply navigate to your saved reports and search on the Tag you gave the repor

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