

Gen10 Health App Guide

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Regular Users,
Branch Managers,
and Super Admins



Table of Contents

Table of Contents	2
Step 0: Note to readers	3
Step 1: Log into the Gen10 Health App	3
Step 2 (if applicable): Update password	3
Step 3: Review Coronavirus (COVID-19) Response Guidelines	4
Step 4: Record if you are coming into the office	5
Step 5: Take health survey	5
Step 6: Close out message	6

Step 0: Note to readers

The following guide is for regular users and partially for branch managers and super admins. It explains the steps to log into the Gen10 health web application and how to complete a survey. Branch managers and super admins may skip to step 3.

Step 1: Log into the Gen10 Health App

Navigate to <https://044db60.netsolhost.com/> and type in your email address and password. Please use Chrome as your browser for best application performance.

Step 2 (if applicable): Update password

If this is your first time signing into the application, you will need to update your password. You will be prompted with the following form to reset your password from its default setting:

Reset Password

Email address

Existing password

New password

Confirm new password

SUBMIT

Enter your email address, existing password, new password, and then confirm your new password. Please be sure you record your new password.

Note: In the event you lose/forget your password, you will need to contact your branch admin for a password reset. If your branch manager is not available a super admin may do this as well.

Step 3: Review Coronavirus (COVID-19) Response Guidelines

If this is your first time signing into the Gen10 Health App please take a few moments to review the Coronavirus (COVID-19) Response Guidelines. You may access the guidelines by clicking on the bolded text shown in the image below:

Please click here to display the Coronavirus (COVID-19) Response Guidelines

Are you coming in to the office today?



Hovering over the text will cause the text to be bolded and clicking on the text will display the document beneath the yes and no buttons on the screen. You may scroll down to see more of the document. Please see the image below for an example of the document displayed in the browser.

Please click here to display the Coronavirus (COVID-19) Response Guidelines

Are you coming in to the office today?



Coronavirus (COVID-19) Guide for People Managers

Overview

As the COVID-19 health and economic crisis continues, we have outlined procedures for team members to return to the office. Offices will be opened according to state and local governance and in accordance with guidelines provided by the CDC and WHO.

SITE PREPARATION: Managers are responsible for supporting safe COVID return to work guidelines including (but not necessarily limited to):

1. All office locations should designate a "Safety Coordinator" to be responsible for managing the workplace once employees start returning.
 - a. Safety coordinator will be responsible for ensuring that employees are using the GEN10 Health App before arrival at the office.
 - b. Manage any visitors, guests ensuring guests are screen prior to entering GEN10 offices
 - c. Coordinating with HR regarding any failed health screens to ensure employees safely return to the office and to avoid exposure to other employees

Step 4: Record if you are coming into the office

If you are planning to attend an office, click the yes button and follow the remaining steps. If you are not, click the no button and you will see a prompt that confirms your response was recorded and the survey is complete.

Are you coming in to the office today?

Yes

No

Step 5: Take health survey

If you answered yes that you are coming into the office, the next screen contains a health survey.

Please select the location you plan to attend today:

KS, Lenexa

Please take your temperature immediately prior to answering the following questions.

Do you have any of the following symptoms:

- Fever (100.4 degrees) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

No

Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?

No

Have you traveled outside the United States or Canada within the last 14 days?

No

SUBMIT

Immediately prior to taking the survey you must take your temperature. Answer the questions as they apply to you. For any questions that a yes answer is appropriate, hover over the no toggle button and click it to switch it to yes.

No

Yes

If you are attending your home office location, you may click submit to proceed. If you are traveling and attending a different office location, you will need to change the office location you will be attending using the drop down box near the top of the screen.

Please select the location you plan to attend today:

MN, Saint Paul

MN, Saint Paul

GA, Norcross

KS, Lenexa

KS, Lenexa (Kansas Delivery Center)

MI, Troy

NC, Charlotte

NC, Charlotte (Charlotte Delivery Center)

NC, Charlotte (Charlotte Delivery Center - UV)

NY, New York

OH, Akron

Remote

TX, Austin

After selecting the office you will be attending you may click submit to proceed.

Step 6: Close out message

You will see a message that explains if you are authorized to attend an office. You have completed the health survey.