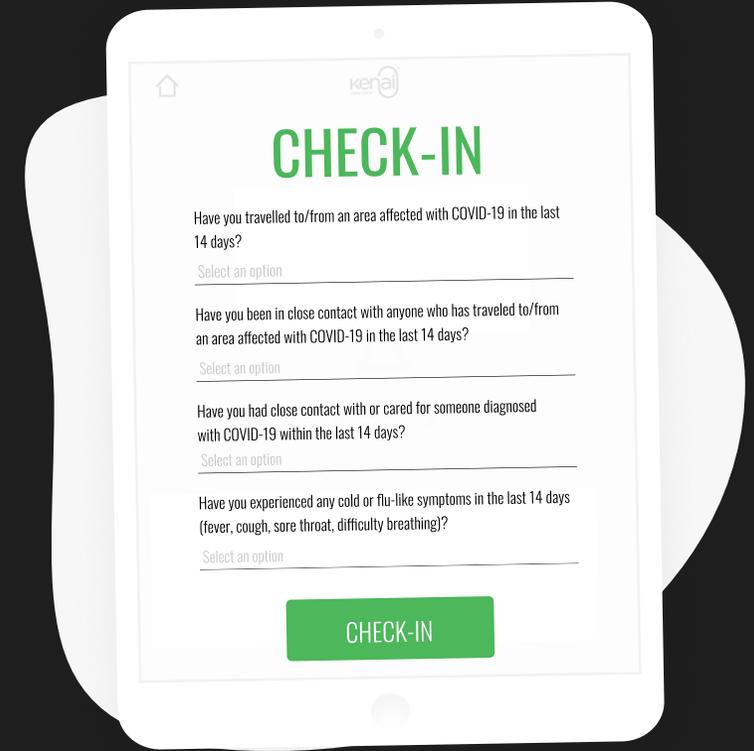
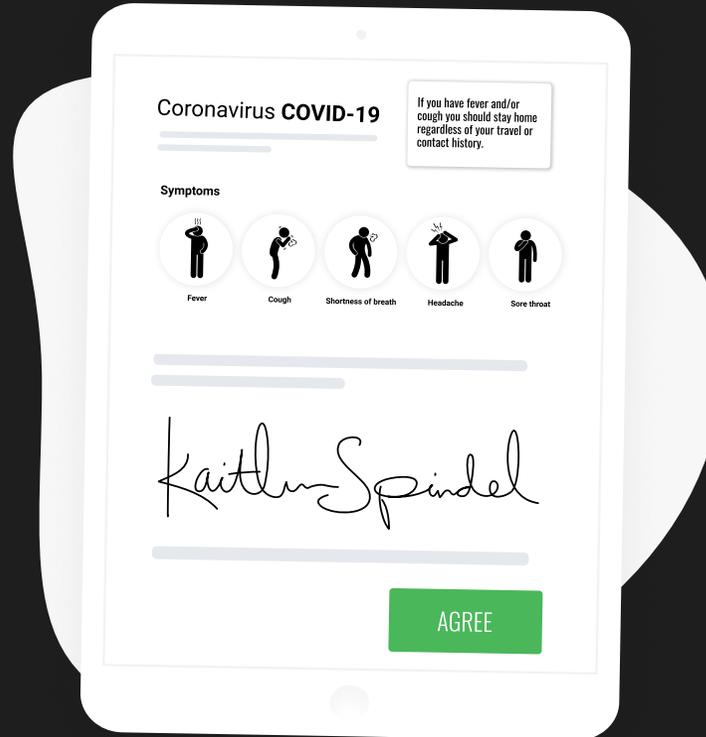


# COVID-19 Workplace Tool Kit

With the recent outbreak of COVID-19, companies need to add extra precautions to ensure that their workplace stays safe and secure. Kenai has developed a number of new features that can help you keep your visitors and staff safe and informed in a time of uncertainty.

## Inform

your visitors of your COVID-19 policies and procedures using the customizable Kenai visitor agreement. Each visitor digitally signs your agreement, which is then digitally stored on your dashboard as well as sent to the

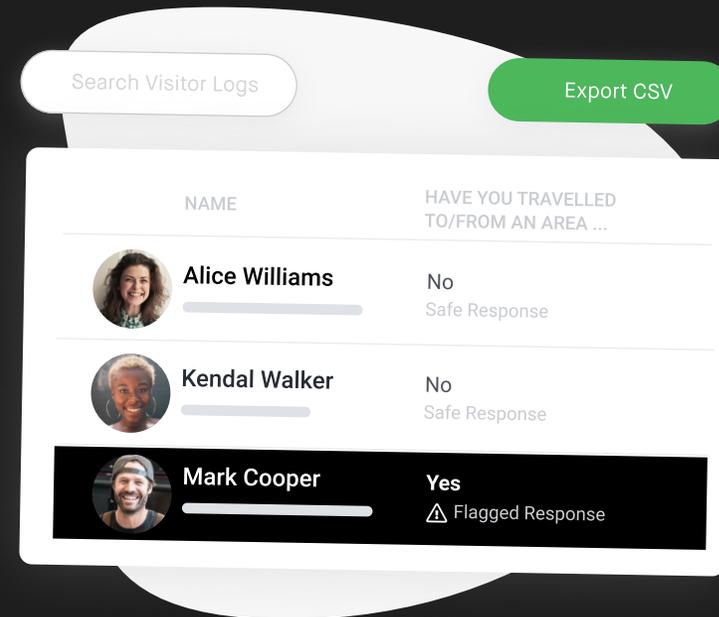
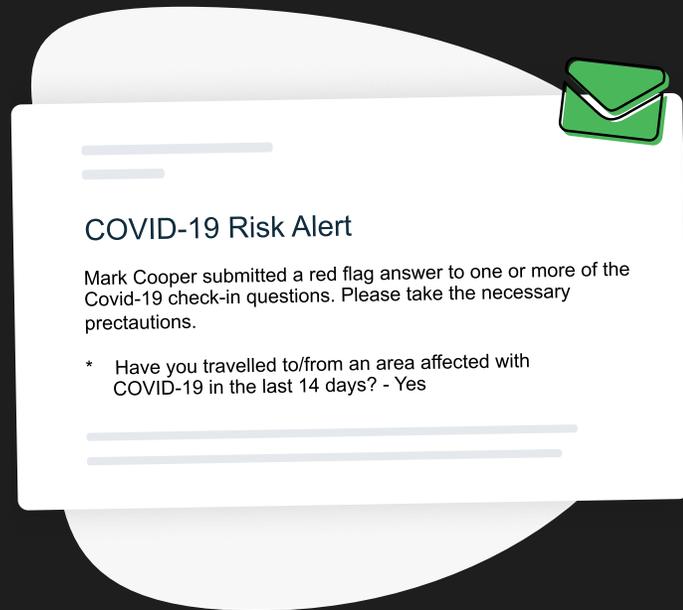


## Pre-Screen

high risk visitors by asking them a series of check-in questions. Check-in can be completed on site or during pre-registration before a visitor arrives at your office.

## Automatically Alert

the necessary people when visitors submit red-flag answers to your check-in questions. This includes the host and any key contacts such as security, risk and reception.



## Track and Audit

all responses, of all visitors in real time on the Kenai Dashboard. Red flagged check-ins are highlighted immediately on the dashboard so that you can take the necessary precautions. Records can be filtered, searched and exported as a .CSV so that you can conduct the necessary investigations and audits.