

Screen for COVID-19 risk factors and stay compliant

Return employees and provide a safe office environment with Safeguard—customizable forms that are fully integrated with the OfficeSpace workplace management platform.

Safeguard helps you screen for COVID-19 risk factors, stay compliant, and provide a safe office environment as you bring employees back to the workplace.

- Customize your forms and confirmation messages for different locations to comply with local regulations
- Prompt users to complete their Safeguard form with automated reminders via email and Slack
- Prevent employees from checking into their desk bookings until they pass their Safeguard check
- Safeguard protects employee privacy by only storing pass/fail results that select administrators can access



Safeguard is included in the price of a regular OfficeSpace subscription, so there's no added cost to keep your people safe.

How Safeguard Works

For employees

Mary needs to work at the office on Friday. A few days ahead of time, she books an available desk using the OfficeSpace Mobile App.

On Friday morning—the day of Mary's desk booking—Mary receives a link to her Safeguard form via email and Slack.

Mary must submit and pass her Safeguard form before checking into her desk via mobile app.

Safeguard Form Reminder Booking #39903

Please complete the Safeguard form!

You have a desk booked for today. You will need to complete the safeguard form prior to coming to the building.
Thank you!

[COMPLETE SAFEGUARD FORM](#)

OCCUPANT:
Mark Ruffalo

DESK:
31-302 • New York 1st

[VIEW DESK](#)

START TIME:
Mon, Sep 21 8:00 AM

END TIME:
Mon, Sep 21 5:00 PM

[CANCEL BOOKING](#) [EDIT BOOKING](#)

How Safeguard Works

For Workplace Managers

Dan wants to screen employees for COVID-19 risk factors before they enter the office. So he sets up a customized Safeguard form for his company's location in New York.

Because Safeguard forms are fully customizable, Dan adds all of the questions that he needs to ask in order to comply with local regulations and keep employees safe.

Once complete, Dan sets the Safeguard form to the New York location, ensuring it will be sent to any employee who reserves a desk at that location.

Frequently Asked Questions

Can I see what questions an employee passed or failed?

No. For privacy reasons, only pass/fail information for the entire form is stored.

Who can view the Safeguard health results at my company?

Only users with Admin permissions in OfficeSpace can access pass/fail results.

How do employees complete their Safeguard forms?

Employees can complete and submit their Safeguard forms via Slack, email, or Visual Directory®, using their own personal device (mobile or desktop).

SAFEGUARD FORMS REPORTS

Create New Safeguard Form

Name
Form Name (Administrative)
SF Sites - Employee Health Screening

Contents
 Design a form in OfficeSpace Link to an existing external form
Form Title
Health Screening
Form Introduction
B I U | [List Icon] [Table Icon] | [Link Icon] [Unlink Icon]
This health screening questionnaire needs to be completed by all employees planning on coming to our offices today. [Learn More.](#)
Please take a few moments to answer the questions and you will immediately be notified if you are granted or denied access.
Thank you!

Question: 1 [Down Arrow] [Up Arrow] [Trash Icon]

Have you had any of the following symptoms in the last 14 days: fever, chills, shortness of breath or difficulty breathing, muscle pain, loss of taste or smell, sore throat, headache?

Answer: Yes Fail if selected
Answer: No Fail if selected

Question: 2 [Down Arrow] [Up Arrow] [Trash Icon]

Have you tested positive for COVID-19 in the last month?

Answer: Yes Fail if selected
Answer: No Fail if selected

ADD QUESTION

PREVIEW FORM

SAFEGUARD FORMS REPORTS

Submissions Report

Sites: All Sites Date: Jul 30, 2020 [Search] [Download Icon]

Result	Email	Name	Site	Desk Assignments	Time Zone	Valid From	Valid Until	Source
✓	albert@officespace.com	Albert Flores	HQ NY		EST	Thu, Jul 30, 12:00 AM	Thu, Aug 1, 12:00 AM	VD Desktop
✓	bessie@officespace.com	Bessie Cooper	SF Headquarters		PST	Thu, Jul 30, 12:00 AM	Thu, Aug 1, 12:00 AM	VD Mobile
✓	claire@officespace.com	Claire Jones	SF Headquarters	346, 457	PST	Thu, Jul 30, 12:00 AM	Thu, Aug 1, 12:00 AM	VD Android
✗	cody@officespace.com	Cody Fisher	SF Headquarters	552	PST	Thu, Jul 30, 12:00 AM	Thu, Aug 1, 12:00 AM	VD IOS
✓	darrell@officespace.com	Darrell Steward	HQ NY	233, 352, 235, 663	EST	Thu, Jul 30, 12:00 AM	Thu, Aug 1, 12:00 AM	Microsoft Teams