

This message is going to all APK associates. Please share with associates who don't have email or the [Associate App](#).

Dear Associates,

I am excited to announce that we can now leverage technology to create a more efficient COVID-19 screening process here at Asbury Place Kingsport. **Beginning Monday, Sept. 28th, there is a new 2-step screening process** featuring an updated online form and a new temperature kiosk to handle your screening before reporting to work. The screening areas remain the same at the Baysmont and Steadman locations.

This process, which is run through a platform developed by 98.6 Labs, works for both associates and visitors, with some differences for each.

**Briefly, here are the 2 steps you need to know as a Kingsport associate:**



1. You'll access an online screening form via the Associate App (Red e App -- [click here for download instructions](#) if you don't have it), @Asbury email, or the Kingsport website. Fill out the form before arriving at the community (*your Associate ID is required on the form, and you'll also need to select your facility and department*). If you are unable to fill out the form before arriving, you will use a tablet at the screening area to complete.
2. Once you clear the screening form, you'll take your temperature at a new temperature kiosk in the screening area. After passing the temperature check, you

will receive an entry sticker to put on and then you're all clear to head into work. **As you leave for the day, you are required to have your temperature taken again at a temperature kiosk.**

**Need more details? We got you covered.** Please see the additional info below that is specific to you as a Kingsport associate.

## Associate Screening

- You will access the new online screening form via the Associate App (Red e App) or, for those who have it, @Asbury email, on the [Kingsport website](#) (Campus Visitation section -- this webpage will be updated next week), or by using a tablet at the screening area. The form includes the screening questions we've become accustomed to.
- In the app (if you don't have the app, [click here to download](#)), the screening form is found here:
  - Tap Menu
  - Tap Resources
  - Tap Associate Screening Form
  - Tap "Screening Form: Use this form before arriving for work"
- If you have @Asbury email, each morning you'll get an email with a unique link for you to fill out. **The email will come from Asbury COVID-19 Screening Checklist and the subject header is "COVID-19 Screening Checklist Reminder."**
  - ***Please note: This email is coming from a third party, so there's a chance it could end up in your daily IronPort spam quarantine email.*** If it does, please access the link from there. We are working through a few potential remaining issues on the delivery of the email. Thank you for your patience.
  - *For the best experience on the screening form, please use Chrome or Safari. Internet Explorer is not supported.*
- If you are unable to fill out the form via the app or email, you may use a tablet at the screening area when you arrive. ***Please know that the preferred method is using the app or email before your arrival.***
- On days you are scheduled to work, before arriving at the community, please access the online screening form, fill out the form (***your six-digit Associate ID is required on the form, so please know your ID, and you'll also need to select your facility and department***) and hit submit prior to arriving at the screening

area. So long as you satisfactorily pass the screening form, you'll see a green message marked: *MyEntryPass*. If you fail the screening, you'll see a message stating so, and you should not proceed into the community. Exit the community and call your supervisor immediately.

- At the screening area, please approach the temperature kiosk and position your face in front of the device so the device may take your temperature. If your temperature falls within the acceptable range, you'll see a green bar with your temperature. After passing the temperature check, you will receive an entry sticker to put on and then you're all clear to head into work. If you fail the temperature screening, please exit the community and call your supervisor immediately.
- **At the end of your shift, please exit the community through the screening station and go through the temperature screening once again.** If your temperature is within range, you're good to go. If not, please exit the community and call your supervisor immediately.

## Visitors to Kingsport

The following COVID-19 screening process applies for visitors, including family members, contractors and private-duty caregivers:

- When you invite a vendor or guest to meet with you here (or if you're expecting another visitor or family member of a resident), they will need to complete the screening form and temperature check before being able to enter the community.
- **When inviting a guest, please give them this link ahead of time, [bit.ly/AsburyEntryPass](https://bit.ly/AsburyEntryPass), or direct them to the [Kingsport website](#) (Campus Visitation) to access and fill out before arriving at the screening area** (this webpage will be updated next week). **Please also direct your guest to the screening area where you will meet them. For anyone who does not have a device, an associate will provide the screening form on a tablet for the guest.**
- Once the guest arrives, they will need to show that they have passed the screening form (by holding up their device with the MyEntryPass info), and then they will need to go through the temperature check at the screening station.

- Once the guest passes the temperature check, they will receive a wristband to put on and then may enter the community.
- Visitors do not need to screen out when they leave.

Thank you for your commitment to keeping our community safe. I'm excited about this new screening process and look forward to launching it Monday! Tomorrow, look for an update on the new call-out process as we continue our push to leverage technology to save you time.

Please let me know if you have any questions.

Sincerely,

**Tracy Williams**

Human Resources Generalist

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