

Wonolo

Safety Team Support Associate

Wonolo's Step-By-Step Guide for Requestors

1. Overview

As the situation around COVID-19 continues to evolve, Wonolo has seen a need for ways to help make Requestors and Wonoloers feel safer at job sites. The optional Safety Team Support Associate role can be implemented by Requestors at job sites to the extent lawful in your jurisdictions. It is the responsibility of Requestors to determine whether or not they are meeting regulations.

Please note that this role is not intended to be seen as any sort of health care professional.

2. Supplies

Please have the following supplies ready when implementing the Safety Associate role at your job site.

- Required supplies:
 - PPE (masks, gloves, and any other items appropriate for the Safety Associate to use during the initial screening process)
 - Thermometer (forehead thermometer can help prevent higher-risk visitors from entering your job site)
 - Sanitizing wipes (to clean thermometer between users)
- Other recommended supplies (as needed by your job site):
 - Pop-up tent
 - Clipboard
 - Laminated questionnaires
 - Dry erase marker
 - Folders / other document holders
 - Portable desk
 - Folding chair(s)
 - Duct tape (to mark off a distance of 6 feet away from check-in desk)

3. Job Description

In Wonolo's Requestor portal, there is a Job Template for the Safety Associate that Requestor's can use to post this job. The job template includes a pre-filled job description, and Requestors may adjust and add to this as fits their needs. Please note that there is an optional **Safety Associate Badge** that may be applied to this Job Template (please contact your account manager for this option). This badge has been offered to a group of prequalified Wonoloers who achieved a perfect score on Wonolo's Safety Associate assessment.

You may use this badge at your discretion, but do note that applying this badge to the role will limit the number of Wonoloers who can accept the job. We highly discourage applying the Safety Associate Badge on any non-Safety Associate job postings.

4. Wonoloer Quality Requirements

Please note that you should apply the "Safety Associate" badge to your job posting. This will restrict the job to a group of Wonoloers who have gone through a specific onboarding process

to achieve the Safety Associate badge. Wonoloers who have the “Safety Associate” badge have the following characteristics:

- 4.8 rating for higher (whiteglove setting)
- Completed 5 or more jobs (whiteglove setting)
- Has Workplace Hygiene Badge
- Completed a badge onboarding process that focuses on COVID-19 information from the CDC (How COVID-19 spreads, how to prevent spreading the virus, symptoms of COVID-19), as well as, main duties and responsibilities that a Safety Associate could be asked to be by a Requestor (setting up/breaking down Check-In stations, facilitating on-site COVID-19 questionnaire, temperature readings).

5. On-Site Setup

We recommend setting up the Safety Associate station outside of the main entrance leading into your job site; this ensures visitors and workers are screened prior to entering.

1. It is recommended to put out a pop-up tent to help shield the Safety Associate from the elements
2. Set up a small table and lay out supplies the Safety Associate will use for each visitor (printed questionnaires, pens/markers, a folder to hold completed questionnaires, PPE, sanitizing wipes, etc.)
3. Mark the ground with a piece of tape 6 feet away from the table; this is where visitors will stand while speaking with the Safety Associate. Mark a few additional spots 6 feet behind each previous mark to give visual signals for appropriate social distancing while visitors queue up.

6. Health Questionnaire

You will need to print the document on the next 2 pages for use at your job site. To download in other formats for editing purposes, please follow these links:

- [Adobe PDF](#)
- [Google Doc](#)
- [Microsoft Powerpoint](#)
- [Microsoft Word](#)

HEALTH QUESTIONNAIRE AND CORONAVIRUS PREVENTION



Safety Associate: Please read the following to the job site visitor.

Every person entering this site is required to understand and verbally answer the below questions regarding the current COVID-19 outbreak. Collected data is only used for the purpose of ensuring the safety and health of everyone at the workplace and will be kept confidential and never shared with third parties. Participation in this questionnaire is voluntary, but not participating may result in being dismissed from this job site. This questionnaire is not an indicator of a good bill of health or lack of infection.

[COMPANY NAME] requires that any person that has traveled to/from (or has had close physical contact with persons who have recently traveled to/from) high risk areas, including **mainland China, Hong Kong, Italy, Iran, Japan or Korea**, to declare this and answer any other relevant questions.

Safety Associate: Request the following information from the visitor.

Today's Date	
Full Name	
Company	
Position	
Visitor Type (Choose One)	Existing Employee Return from Vacation/Travel New Employee External Visitor Return from Sickness

Safety Associate: Ask the visitor the following questions.

Have you recently traveled to (or transited through) China, Italy, Iran, Japan or Korea in the last 14 days? If yes, which area of the countries did you visit? How long were you in each area?	YES / NO
Have you recently visited, travelled or worked in any other countries abroad in the last 14 days ? If yes, please list all countries you transited through, including airports.	YES / NO
At present, or in the last 14 days, have you suffered from any of the following ailments: <ul style="list-style-type: none"> ● Fever above 100.4 degrees ● Dry cough ● Shortness of breath or other breathing difficulties 	YES / NO YES / NO YES / NO
Have you been in contact with any individuals who: <ul style="list-style-type: none"> ● Are diagnosed with or suspected to have COVID-19? ● Have traveled to high risk areas such as China, Italy, Iran, Japan or Korea in the past 14 days? 	YES / NO YES / NO



Safety Associate: Please read the following to the visitor.

By verbally stating "I agree", you are agreeing that you are aware and understand the health risks of potentially spreading the Coronavirus to others. You also agree to report any future symptoms and medical diagnosis (including recommencing work after sickness or traveling abroad). You understand that you may face work restrictions or exclusions resulting from any future symptoms or any diagnosis of any transmissible diseases.

Please wait for a verbal "I agree". Safety Associate Name: _____

Any 'Yes' answer will require an assessment of their suitability to visit the site and the office area.

A Quality / Senior Manager needs to approve this questionnaire before entering the facility.

Approved by: _____

Space for additional comments:

For Internal Management completion only

The following should be completed if access is not granted. Detail the actions taken, day and time (refer to people access controls) .

Manager Name: _____

Date: _____

Signature: _____

Time: _____