



11/6/2020

Know Do Share:


Queen's LumiSight Workplace eCheck-in For Employees

Know

The S.A.F.E. program requires all employees and physicians to stay up-to-date and follow the guidelines on the COVID intranet page. One part of this is to conduct a daily self screening assessment as instructed by your manager.

Queen's LumiSight Workplace is an application to provide our staff an easy method for daily self-attestation of their health status prior to beginning their workday. Queen's LumiSight Workplace can be accessed via a web browser or mobile app (Android or iOS).

On, Monday, November 9, 2020, the QHS employees will have available (4) platforms to complete a mandatory daily self-attestation:

1. **Queen's LumiSight Workplace App**: QHS employees will receive an email to their Queen's account with a link to set up their LumiSight account.
 - a. QHS Intranet: A link will be placed on the Intranet for those who do not regularly access email directly to the site to set up their accounts.
2. **QHS Intranet**: A LumiSight icon will be placed on the QHS Intranet page for the staff to complete the daily self-attestation

3. **Queen's LumiSight Workplace Website**: <https://queens.workplace.lumisight.com> will be set up for staff to complete daily self-attestation from home and/or prior to arriving to work.
4. **Internet Inaccessibility**: Utilized the paper COVID self-attestation form in the event the Internet is inaccessible.

Do

Managers are required to ensure compliance with our S.A.F.E program, and should be planning for the transition from the manual paper attestation logs to the new electronic format. The use of paper-based attestations should be extremely limited. If your department has significant access barriers, please work with IT who will be on hand to assist with suggestions and support to ensure every employee has access.

Employees will receive an email to their Queen's or DLS email with a link to set up your Queen's LumiSight Workplace account. You may also go directly to <https://queens.workplace.lumisight.com> and click on the [First-Time Login](#) where you will be asked to enter your Queens Health Systems email. A verification code will be sent to this email for you to complete the registration process. Registration takes less than 1-minute.

The deadline for Managers, physicians and employees to create an account is November 23, 2020 (two-weeks).

If you have any trouble setting up your Queen's Workplace LumiSight account, please contact the IT Help desk at 691-HELP (4357).

Share

- ✓ Inform all employees in unit.
- ✓ Post on unit Bulletin Boards and other common areas.

Queen's LumiSight Workplace FAQs

Q: What is Queen's LumiSight Workplace?

A: Queen's LumiSight Workplace is a self-screening platform that supports the well-being of employees and visitors in workplace communities. It was developed by DataHouse Consulting, a local Hawaii company dedicated to supporting our communities through innovative technology solutions.

Q: How does Queen's LumiSight Workplace work?

A: Queen's LumiSight Workplace is easy to use every day. Employees and visitors log in to a web or mobile application and perform a quick check-in. They immediately receive guidance on whether they can report to work or stay home that day.

Q: How do I access Queen's LumiSight Workplace?

A: As an employee, you will receive an email notification from SAFE@Queens.org with a link to set up your LumiSight account. You can go to the QHS intranet and select the link for LumiSight QHS.

When you log in for the first time, you will enter your QHS email address, receive a verification code, then reset your password. You can continue to access the application from the QHS intranet, or you can open a web browser and go to to <https://queens.workplace.lumisight.com>.

You can also download the LumiSight Workplace mobile app from the App Store (for iOS devices) or Google Play (for Android devices).

Q: How do I check in?

A: Follow the steps in this guide to set up your account and perform your first check-in. You need to check in every day before you report to work.

Q: What if I do not want to download the app to my phone or smart device?

A: There is no requirement for employees to download the app to a personal device. The app was developed as an option to improve accessibility and the employee experience.

Q: What if I don't have a computer or internet access from home; how will I check in before work?

A: The objective of performing a self-assessment at home is to prevent employees who may have symptoms or have been exposed to COVID-19 from reporting to their workplace and potentially exposing others. In the event that an employee has no mechanism for performing a check in prior to arriving to work, they will be required do so upon arrival to work. Please notify your manager if this is the case.

Q: What is included in the self-assessment?

A: The Queen's Health System's Self-Assessment to Fight Exposures (S.A.F.E.) questions are as follows:

Have you OR any of your household members had any of the following symptoms within the past 48 hours?

- If the following symptoms are consistent with (not worse or different) a documented chronic condition (e.g. allergies, asthma, physical exertion), please answer no for those symptoms.
 - Fever >100.4°F or >37.8°C or Chills
 - Cough, shortness of breath or difficulty breathing
 - Sore throat
 - Congestion or runny nose ("worsening" or "unusual persistence")
 - New onset of nausea, vomiting or diarrhea
 - New onset of loss of taste or smell
 - Muscle or body aches
 - Headache ("worsening" or "unusual persistence")
- Have you or a household member tested positive in the last 14 days or are waiting on a test result due to possible infection?
- Have you been well, but are caring for someone (within 6ft for >15min) who is confirmed COVID + or has COVID-like symptoms?