



SAFE ACCESS – SYMPTOMS PRE-CHECK

In an effort to, “Stay Safe at SAAS,” we are asking all families, faculty, and staff to submit a COVID-19 symptoms pre-check form each morning they plan to be on campus. Below, you’ll find directions on how to register for the pre-check system, Safe Access.

Safe Access is a web based service, providing another layer of safety as we look to return to campus. The service will ask parents/guardians to go over a quick health assessment with their student each morning they plan to be at SAAS.

Link to register with Safe Access: <https://seattle-academy-safe-access.web.app/register>

Parent (Faculty/Staff) Registration:

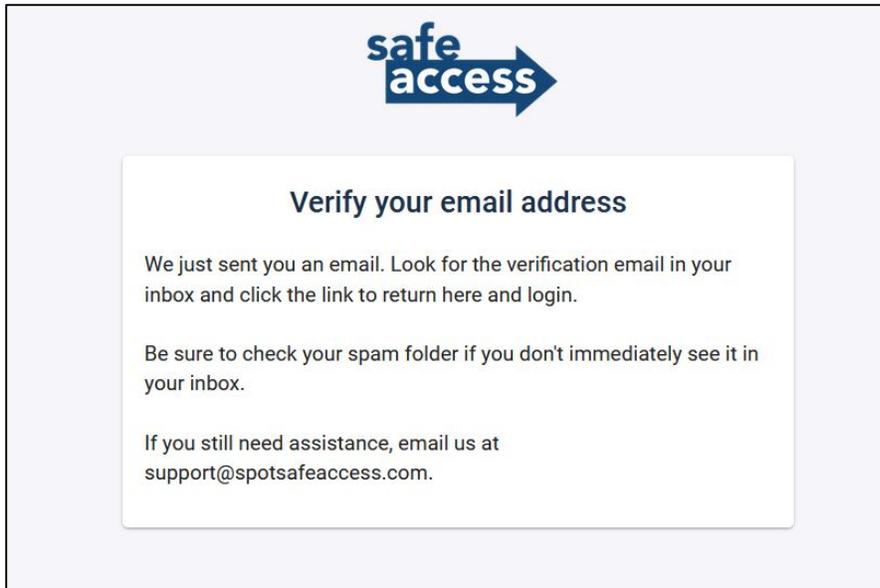
Step 1: Enter your email address

The screenshot shows the SAFE Access login interface. At the top center is the "safe access" logo, with "safe" in blue and "access" in white with a blue arrow pointing right. Below the logo is a white box with the text "Log in to SAFE Access". Inside this box is a text input field labeled "Email". Below the input field is a grey button labeled "Next". At the bottom of the box is a link that says "I forgot my password".

Step 2: Provide email, name, phone number and create a password to register.

The screenshot shows the registration form. At the top, it says "Looks like you're new. Let's get you setup." Below this are five input fields: "Parent Email", "First Name", "Last Name", "Phone Number", and "Password". Below the "Password" field is a "Confirm Password" field. At the bottom of the form, there is a line of text: "By clicking 'Register' you agree to our Terms of Service," with "Terms of Service," as a link.

Step 3: Verify your email. Check your spam folder if you don't see it in your inbox.



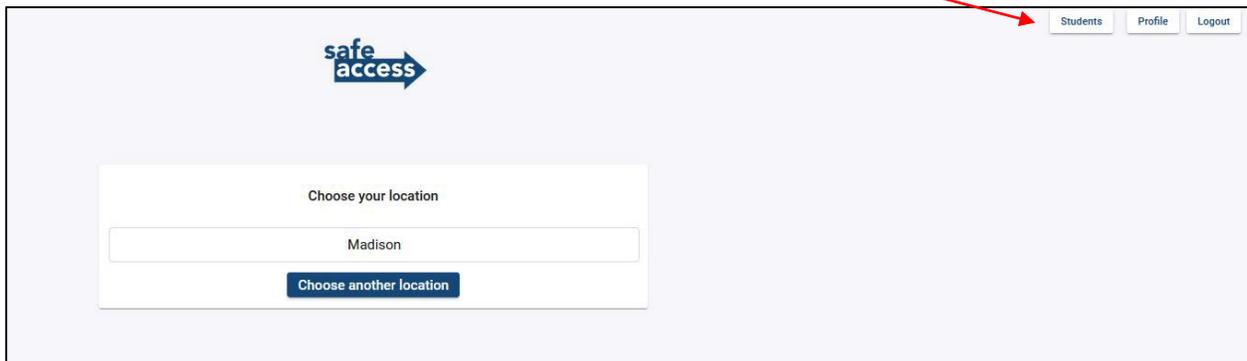
Step 5: After you verify your email, you'll be able to log back in and register your student(s).

<https://seattle-academy-safe-access.web.app/login>

If you are only needing to register yourself – your all set. You can skip down to “Pre-Check” for additional instruction.

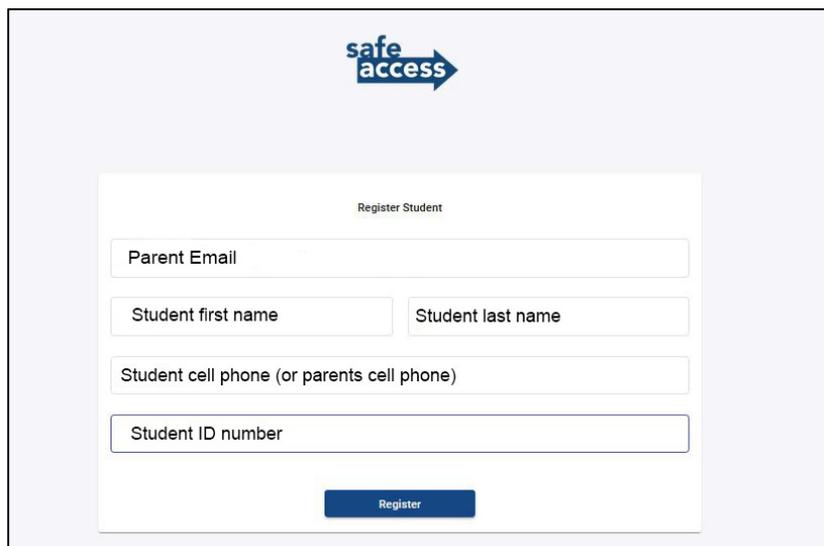
Student Registration:

Step 1: Once logged in, click on “Students” in the upper right corner.



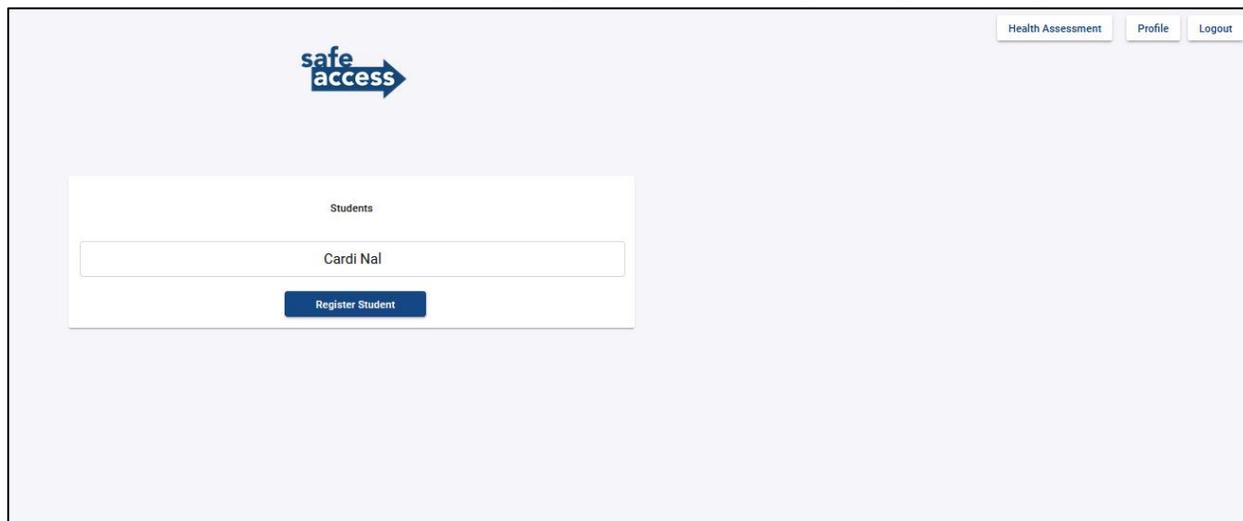
Step 2: Register your student. You will need to provide the parent's email address (parent email may automatically populate in this field), student's first and last name, student phone (or parent cell), and student's identification number.

Your student(s) identification number can be found in an email titled: SAAS On Campus Retreat Details. This number will be needed to link the Pre-Checks with your student's ID card.



The screenshot shows the 'safe access' logo at the top. Below it is a form titled 'Register Student'. The form contains the following fields: 'Parent Email', 'Student first name', 'Student last name', 'Student cell phone (or parents cell phone)', and 'Student ID number'. A blue 'Register' button is located at the bottom of the form.

Step 3: If you have additional students, hit "Register Student," and go through Step 2 again.



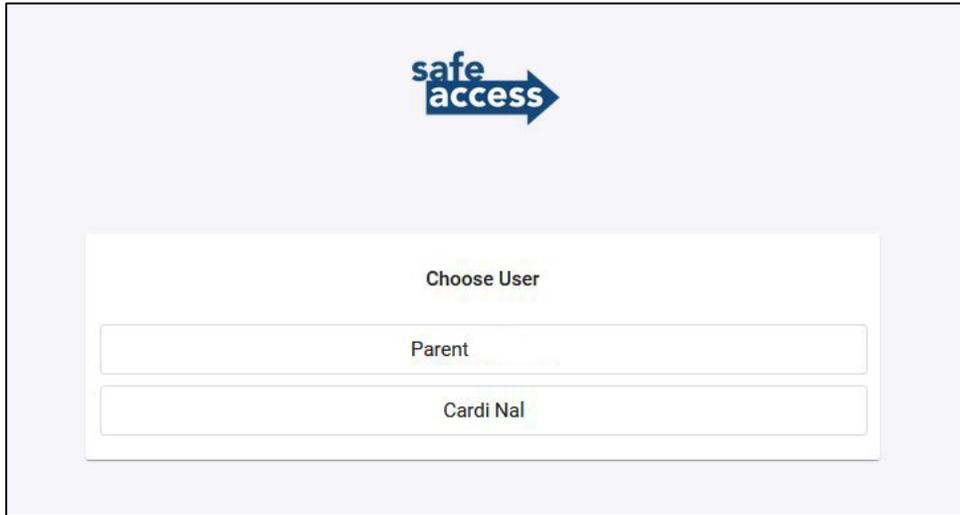
The screenshot shows the 'safe access' logo at the top. In the top right corner, there are links for 'Health Assessment', 'Profile', and 'Logout'. Below the logo is a form titled 'Students'. The form contains a single text input field with the text 'Cardi Nal' and a blue 'Register Student' button below it.

Pre-Check:

Pre-Checks should be completed any morning your student(s) plans to be on campus and should be completed prior to arrival to school or prior to riding the school bus. Faculty and Staff are asked to complete the pre-check any day they plan to be on campus.

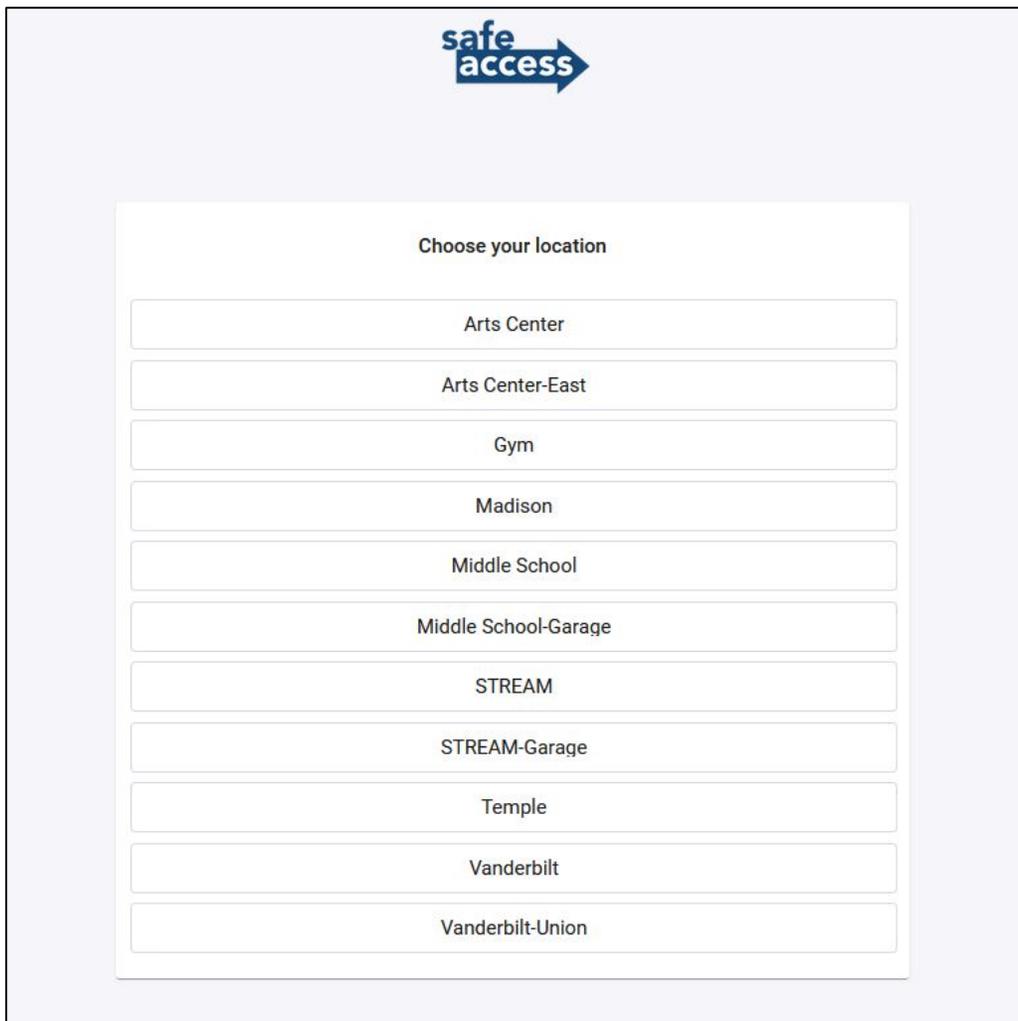
Step 1: Go to: <https://seattle-academy-safe-access.web.app/login> - enter your email address and password.

Step 2: Choose the user (Faculty/Staff or student) you are completing the Pre-Check for. If you have multiple student's, you will need to complete the pre-check for each individual student.



The screenshot shows the 'safe access' logo at the top. Below it is a white box titled 'Choose User'. Inside this box are two radio button options: 'Parent' and 'Cardi Nal'.

Step 3: Choose your/student's entrance location. For students, this will be based on the first block of their day. For Retreats on Campus, this will be found in the email titled: SAAS Retreats on Campus Details.



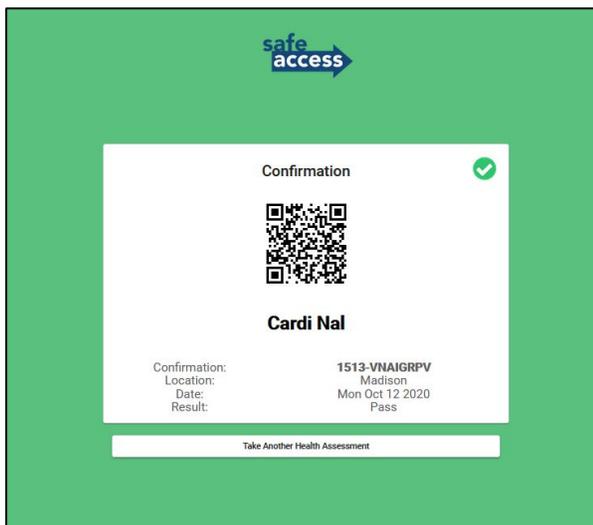
The screenshot shows the 'safe access' logo at the top. Below it is a white box titled 'Choose your location'. Inside this box is a vertical list of radio button options for entrance locations: Arts Center, Arts Center-East, Gym, Madison, Middle School, Middle School-Garage, STREAM, STREAM-Garage, Temple, Vanderbilt, and Vanderbilt-Union.

Step 4: Answer the Pre-Check questions and hit submit.

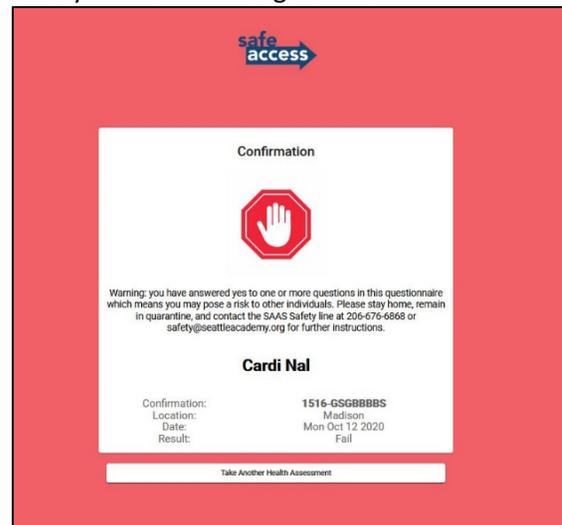
The screenshot shows the 'safe access' logo at the top. Below it, the location 'Madison' is displayed. The main content area contains the instruction: 'Please answer the following questions truthfully and accurately as possible.' There are five numbered questions, each with 'Yes' and 'No' buttons. Question 1 asks about symptoms like fever, cough, or shortness of breath. Question 2 asks if anyone in the household has symptoms. Question 3 asks about close contact with suspected or confirmed COVID-19 cases. Question 4 asks about medication used to reduce a fever. Question 5 asks about a positive COVID-19 test in the past 10 days. Below the questions is a checkbox for 'I have answered the questions of this assessment accurately and honestly.' At the bottom of the form is a 'Submit' button, and below the entire form are two buttons: 'Change Location' and 'Change User'.

Step 5: Based on your assessment, you will receive one of two screens;

Green – good to come to campus.



Red – will need to stay home. Should you receive this screen, you are asked to call SAAS Safety line for further guidance.



Step 6: Students will need to bring their student ID card with them to school and “scan in” upon entering the buildings. This scan will show the same screen that you received upon completion of the pre-check assessment.

Faculty/Staff will be able to scan the QR code provided on the green/red screen after completing the form from their phone.

Should a pre-check assessment not have been completed in the morning, parents will be called and asked to complete the form ASAP, before their student will be allowed to continue to class.



Video tutorials:

<https://www.spotsafeaccess.com/tutorials>

Bookmarking Page:

<https://seattle-academy-safe-access.web.app/login>

To make things a little easier each morning, be sure to Bookmark the Safe Access login page on your web browser or cell phone home screen.

Instructions for adding a website to your home screen on your smart phone:

Android:

1. Launch “Chrome” app.
2. Open the **website** or **web page** you want to **pin** to your **home screen**.
3. Tap the menu icon (3 dots in upper right-hand corner) and tap Add to **home screen**.
4. You'll be able to enter a name for the shortcut and then Chrome will add it to your **home screen**.

iPhone:

1. Launch the Safari app.
2. Connect to the website of your choice.
3. Tap on the **Share** button (the small square with the arrow pointing up).
4. Tap on **Add to Home Screen**.