



HealthDocs Onboarding for Golf Clubs

1. Introduction:

HealthDocs is a medical technology company that provides digital health solutions for patients, medical practitioners, corporations and research institutions.

HealthDocs has developed a fully integrated Covid-19 Corporate Compliance system that enables compliance and manages the risk to employees/members and organisations so that they can resume operations during the current pandemic. The digital solution consists of 2 integrated systems comprised of the following:

- 1.1. An Organisational (Golf Club) Covid-19 Management and Reporting Platform that assimilates and reports on information received from daily organisational screening and monitoring as well as information received directly from Employee/Member Apps.
- 1.2. An Employee/ Member App that manages and reports on employee/ member risk, employee/member symptom screening and monitoring including a range of other features;

In an effort to educate and drive awareness, the platform also allows for the distribution of verified information in the form of documents and videos which are accessible by employees/members through their app.

2. HealthDocs Golf Club Registration Process:

2.1. Equipment required

2.1.1. The HealthDocs Organisational (Golf Club) Covid-19 Management and Reporting Platform is an internet browser-based solution which is accessible via a desktop/laptop or tablet. The device will require an internet connection and it is advisable to use Google Chrome as your preferred browser application. All reports can be downloaded in a Microsoft Excel format.

2.1.2. The HealthDocs Easy Access App, which is to be released within the next week is for users of the Organisational (Golf Club) Covid-19 Management and Reporting Platform with the user role Visitor Manager. This application is downloaded from the Apple App Store for Apple mobile devices and the Google Play Store for Android mobile devices requires a smart phone with the ability to access these stores.

2.1.3. The HealthDocs App, which is for members/employees/visitors is downloaded from the Apple App Store for Apple mobile devices and the Google Play Store for Android mobile devices requires a smart phone with the ability to access these stores.

2.2. The HealthDocs Covid-19 Golf Club Compliance Solution Registration Form Microsoft Excel spreadsheet must be completed by the Club and sent to HealthDocs at golf@healthdocs.co.za to be registered on the HealthDocs Organisational (Golf Club) Covid-19 Management and Reporting Platform.

2.3. Information relating to the golf club must be provided in the spreadsheet together with the details of the people identified to use the system and their identified user roles. The system user roles are defined as follows:

- 2.3.1. Golf Club Manager user role: This user has access to all the records of employees and members and has access to all functionality.
- 2.3.2. Employee Manager user role (Optional): This user has access to the records of employees and has access to all functionality relating to employees, including case management, reporting, daily screening and visitor management.
- 2.3.3. Member Manager user role (Optional): This user has access to the records of members and has access to all functionality relating to members, including case management, reporting, daily screening and visitor management.
- 2.3.4. Visitor Manager user role: This user manages employee and member daily screenings and manages visitors. This user cannot access case management or reporting.

Note: The Visitor Manager user role access can be shared amongst all persons appointed to perform screening functions while the Golf Club, Employee and Member Manager roles access, may not be shared and is for the sole use of the appointed person for this role

- 2.4. Upon receipt of the completed HealthDocs Covid-19 Golf Club Compliance Solution Registration Form Microsoft Excel spreadsheet, the club will be **issued with an Employee Reference Number which must be given to employees to use when they download the HealthDocs app. The club will be issued a separate number for members which is termed the Club Reference Number. The Club must give this number to members to use when they download and register on the HealthDocs App.**
- 2.5. HealthDocs will register each of the individuals listed in 2.3 on the system and provide these user access credentials together with the HealthDocs Organisational (Golf Club) Covid-19 Management and Reporting Platform website address (URL) to the club. Users will then be able to login to the system and access the functionality.
- 2.6. Golf clubs will request their employees to download the HealthDocs app and complete the registration process. During the registration process, employees will be prompted to insert their **Employer Reference Number**, which will automatically link them to the Club as an employee. A support video on how to download the HealthDocs app and how to register a profile on the HealthDocs app is available on the HealthDocs website under the "Support" menu item: <http://www.healthdocs.co.za>. These videos are also available on the HealthDocs YouTube Channel: <https://www.youtube.com/channel/UCyUW5IRLAe843fLPPLM01Rg>.
- 2.7. Golf clubs will request their members to download the HealthDocs app and complete the registration process. During the registration process, members will be prompted to insert their **Club Reference Number**, which will automatically link them to the Club as a member. A support video on how to download the HealthDocs app and how to register a profile on the HealthDocs app is available on the HealthDocs website under the "Support" menu item: <http://www.healthdocs.co.za>. These videos are also available on the HealthDocs YouTube Channel: <https://www.youtube.com/channel/UCyUW5IRLAe843fLPPLM01Rg>.

3. HealthDocs Support

- 3.1. HealthDocs will provide remote support and training for golf clubs on the use and application of the HealthDocs Compliance system. A number of support videos explaining the functionality and use of the system will also be included within the "Help" section of the HealthDocs Compliance system.
- 3.2. HealthDocs will provide technical support to employees/members and visitors utilising the HealthDocs app. App users can request support by going to the "Help" section within the app and clicking on the "Contact Us" button.

4. Screening process for registered golfers

- 4.1. Golfers must self-screen themselves utilising the HealthDocs app prior to going to the golf course.
- 4.2. The golfer will present the home screen of the HealthDocs app at the screening station. There is either a Green indicator, or a Red indicator that highlights whether the golfer is symptom free or symptomatic. The Green indicator also highlights the number of consecutive days screened negative.



If there is Red indicator the golfer will not be allowed to enter the facilities of the club

5. Screening station process

5.1. Golfer Screening: (To be done by suitably trained personnel)

- 5.1.1. The golfer will present the Green indicator on the HealthDocs app home screen and get ticked off on tee sheet.
- 5.1.2. The golfer will open the HealthDocs app, click on the "Covid-19 button" on the home screen and insert their temperature and indicate any symptoms on

the daily symptom monitor and click "Save". This information is automatically available in the Compliance Report, which details all members who have recorded daily readings.

5.1.3. Clubs need to institute a random temperature verification process to validate the Green indicator presented by members.

6. Visitor Screening

All visitors/ non-registered golfers will need to be screened and registered in the HealthDocs Compliance system.

Visitors should be requested to download the HealthDocs app to self-monitor prior to coming to the club. Upon arrival visitors can present their QR code for scanning at the screening station, should the screening station operator utilise the HealthDocs Easy Access App. This will speed up the screening process.

Alternatively, the club can screen the visitor as a visitor by using the HealthDocs Compliance browser system Visitor functionality at the screening station. In this case they will capture the visitor's details and capture screening details.

7. Symptomatic Members/Visitors

If any member is symptomatic and is presented with a Red indicator on their HealthDocs app home screen will not be allowed to enter the club facility.

