



WHITMAN COLLEGE

EVERBRIDGE MOBILE APP

COVID-19 HEALTH AND SAFETY INSTRUCTIONS

WHAT IS EVERBRIDGE?

Everbridge is a safety notification system built to send alerts to its users. Whitman began using Everbridge last spring as a way to send emergency messages to the campus community through phone call, text, mobile push notifications and email.



HOW DOES WHITMAN USE EVERBRIDGE FOR HEALTH PURPOSES?

Contact Tracing: Contact tracing involves identifying people who have COVID-19 and people who they came in contact with in order to help interrupt the spread of virus. The Contact Tracing function is in development and will be implemented in Fall 2020.

Daily Wellness Check: This self-reporting process helps identify possible signs of COVID-19 in order to provide guidance and resources for people who may be infected.

Confirmed COVID-19 Self Report: Send a notification if you have a confirmed case of COVID-19 to help Whitman respond.



WHO SHOULD USE EVERBRIDGE?

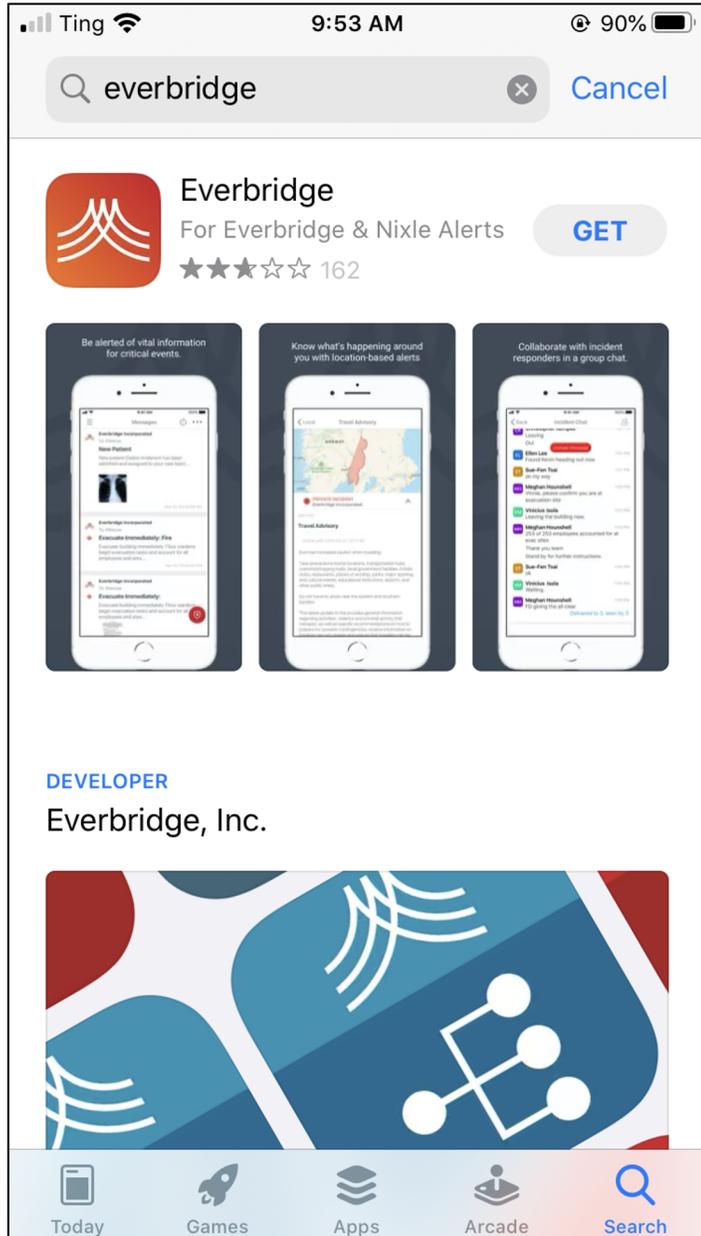
Whitman is providing Everbridge to all members of the campus community. All employees and any student coming on to campus must complete the Daily Wellness Check (via email or app) and are strongly encouraged to use the app for contract tracing in accordance with our Whitman Safe Start plan and Community Pledge. Anyone not using the app for contract tracing will be required to manually complete and submit paper building logs.



INSTRUCTIONS

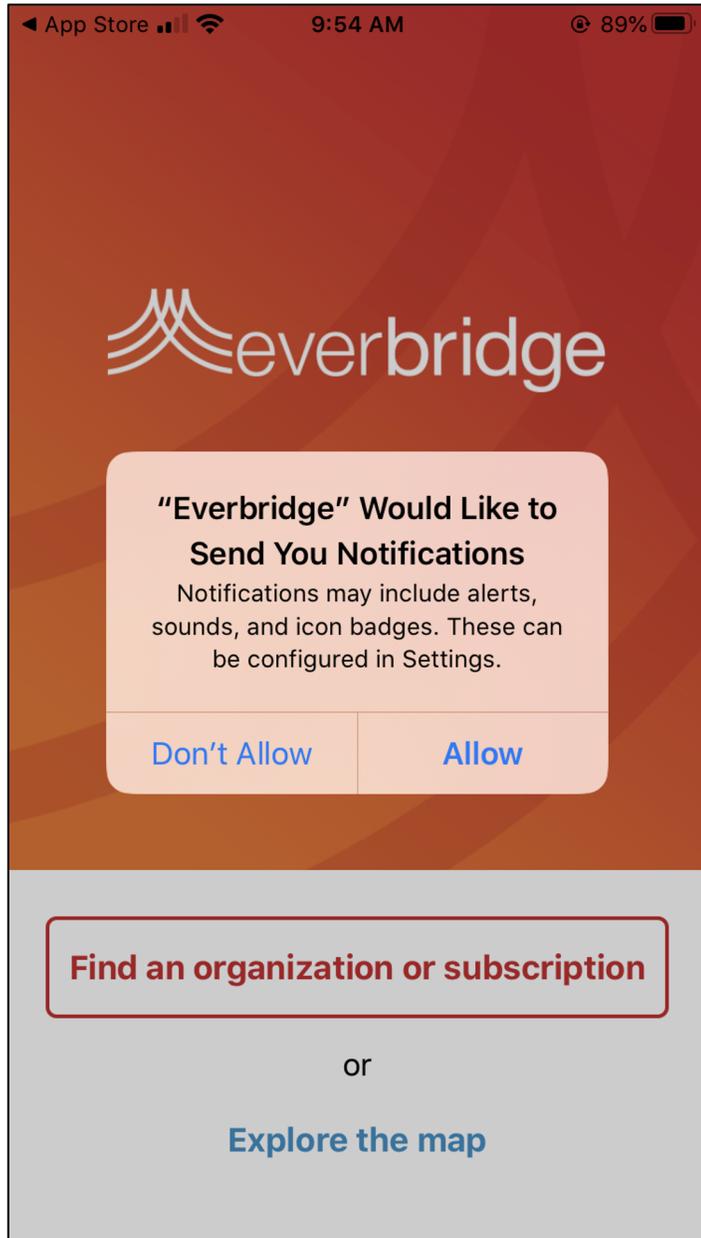
FIRST TIME SET-UP





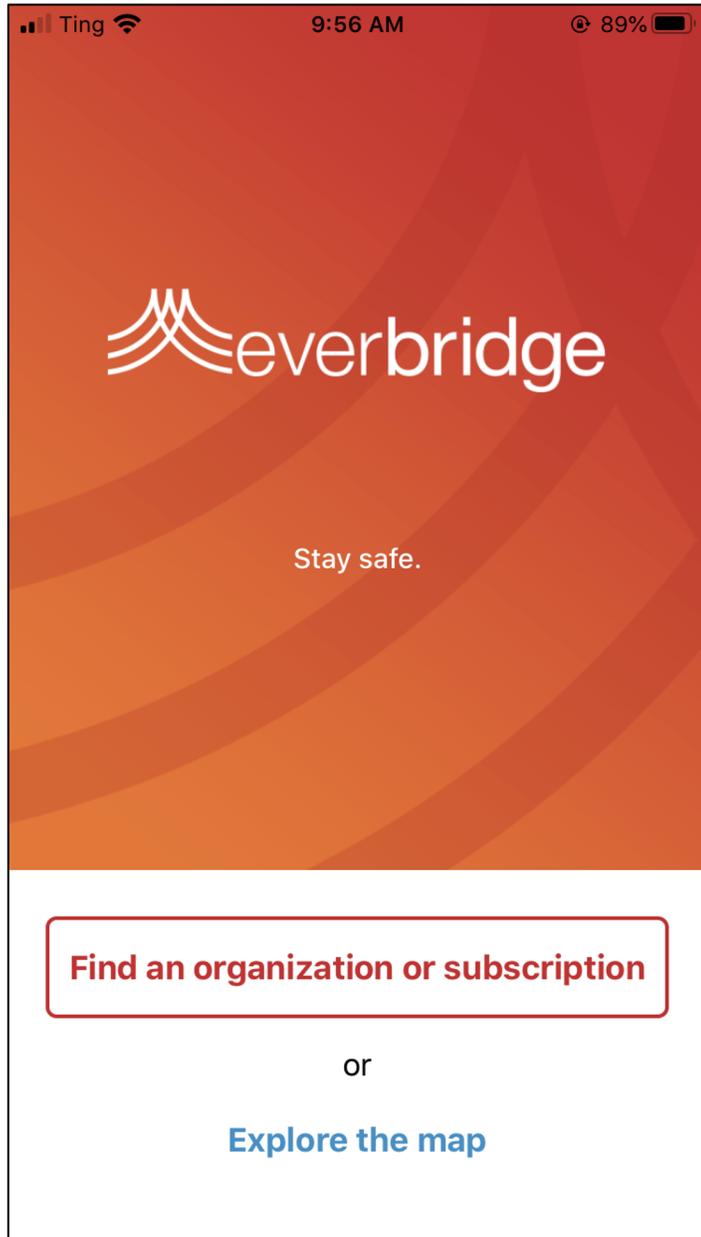
Download and install the Everbridge app from Google Play (Android) or Apple Store (iOS); there is no cost for this.





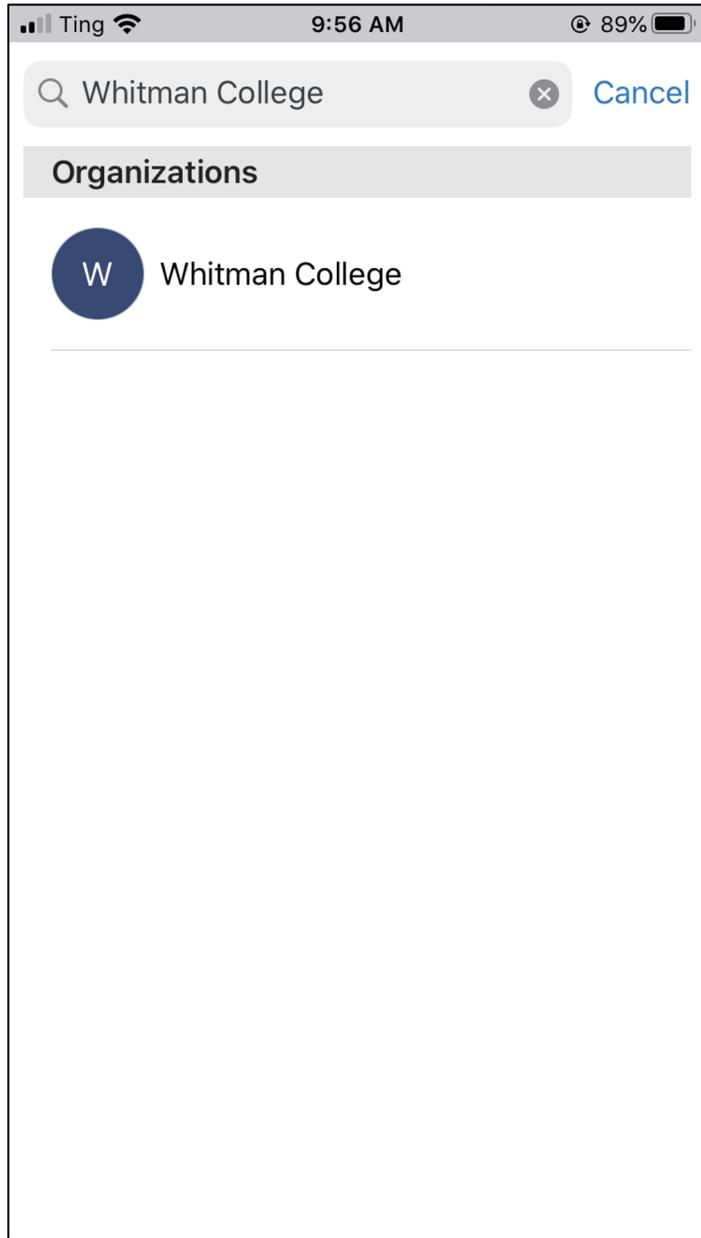
Open the Everbridge app; a notification will pop up stating **Everbridge Would Like to Send You Notifications**. Select Allow to enable notifications.





Click **Find an organization or subscription** and type in Whitman College.





Select Whitman College from the organizations list.



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[← Back](#) [SSO Login](#) [Don't use SSO](#)



WHITMAN COLLEGE

whitman username

password

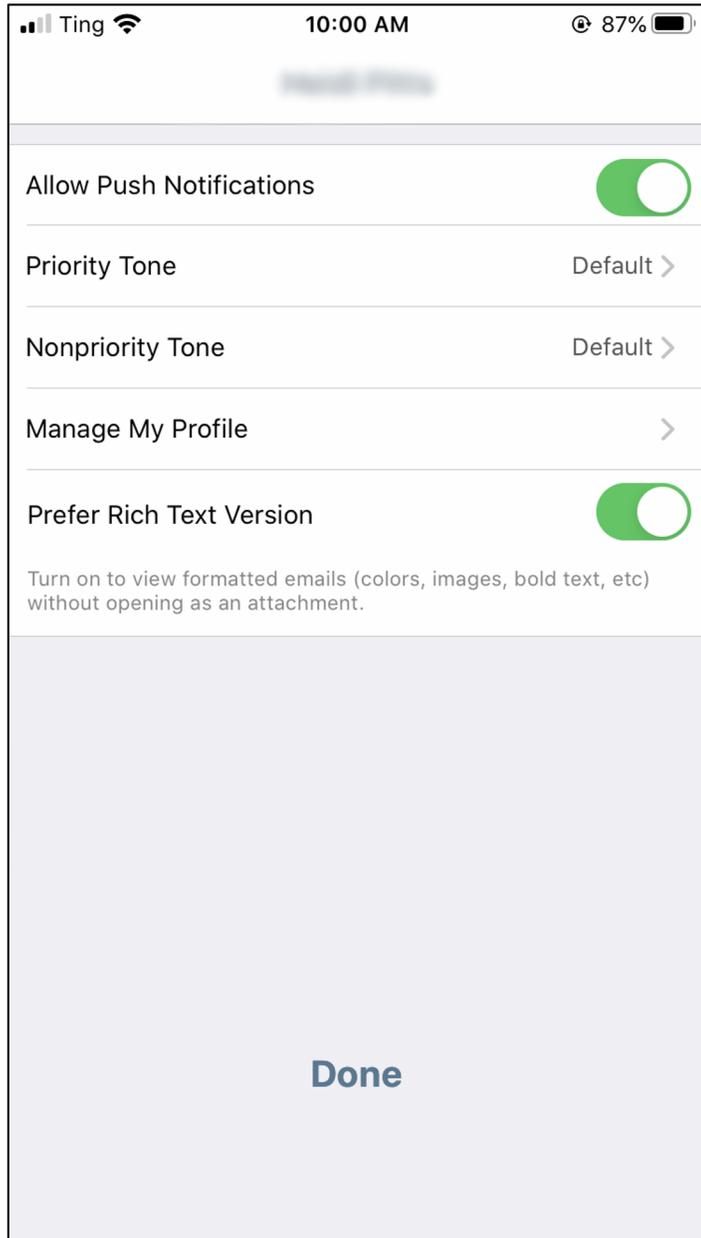
warn me before automatically logging me into other sites

Continue

This is the Whitman College Central Authentication Service (CAS). When you log in with this service, you'll be automatically logged into any other web application that supports CAS.

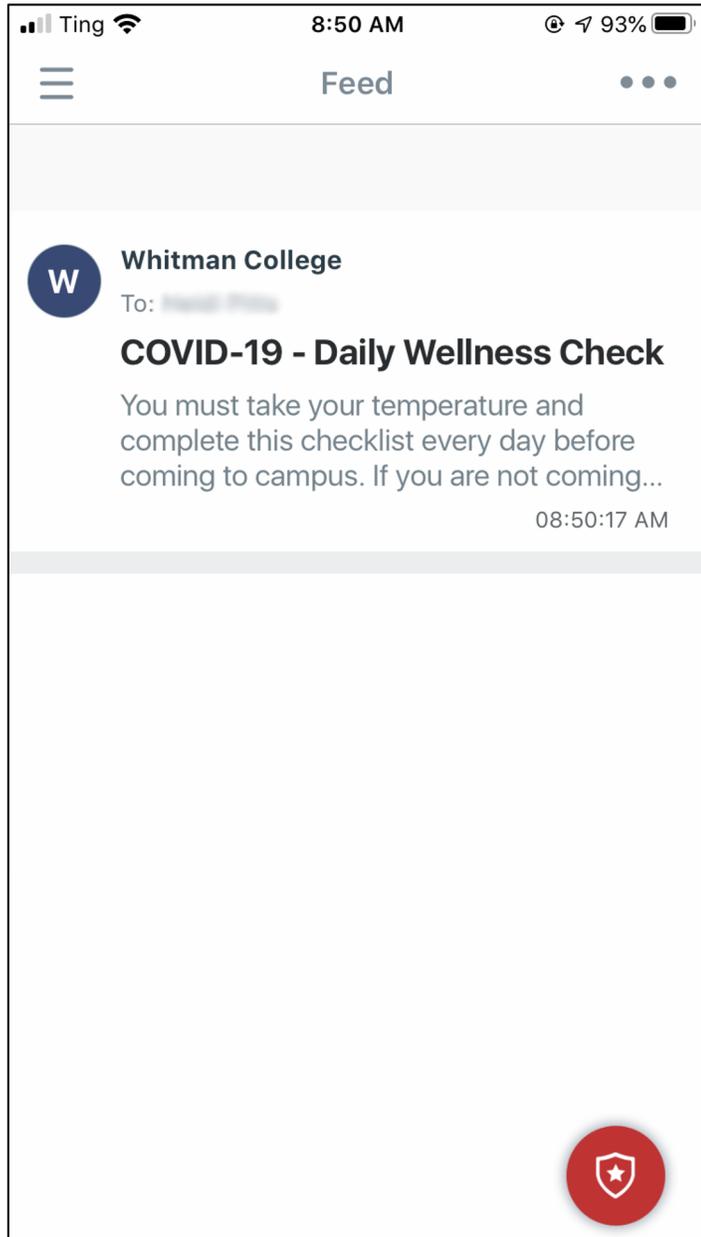
Whitman's login screen will open. Enter your username and password and click Continue.





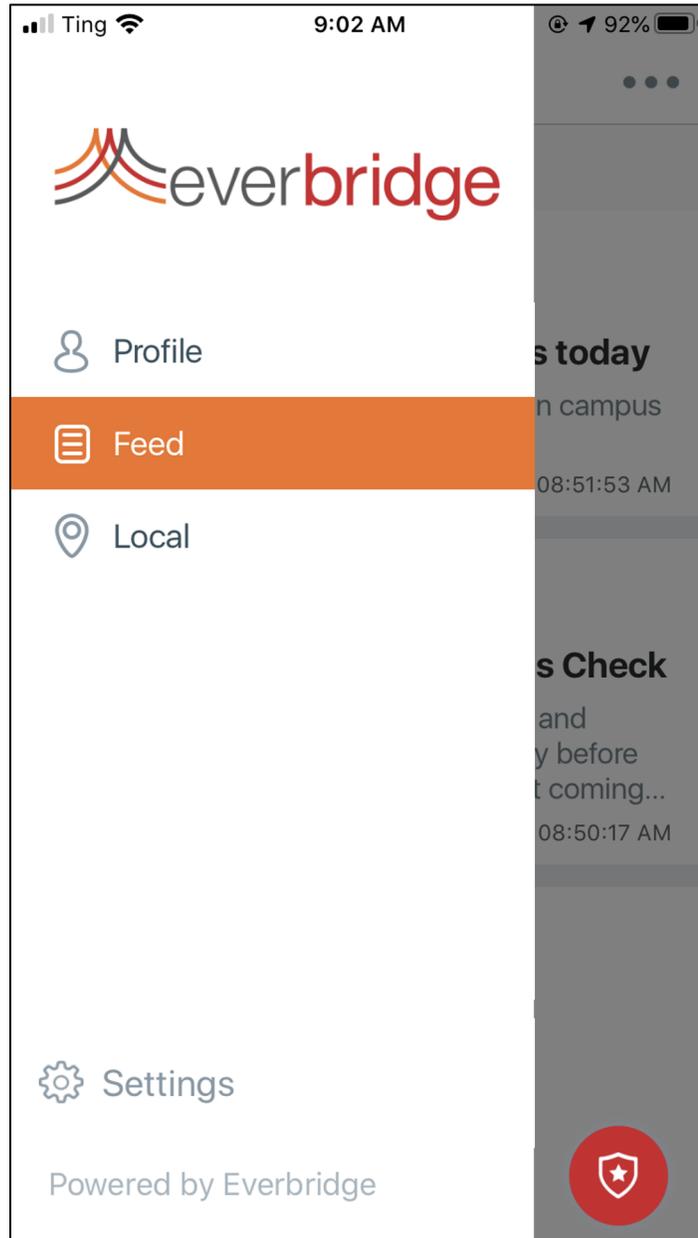
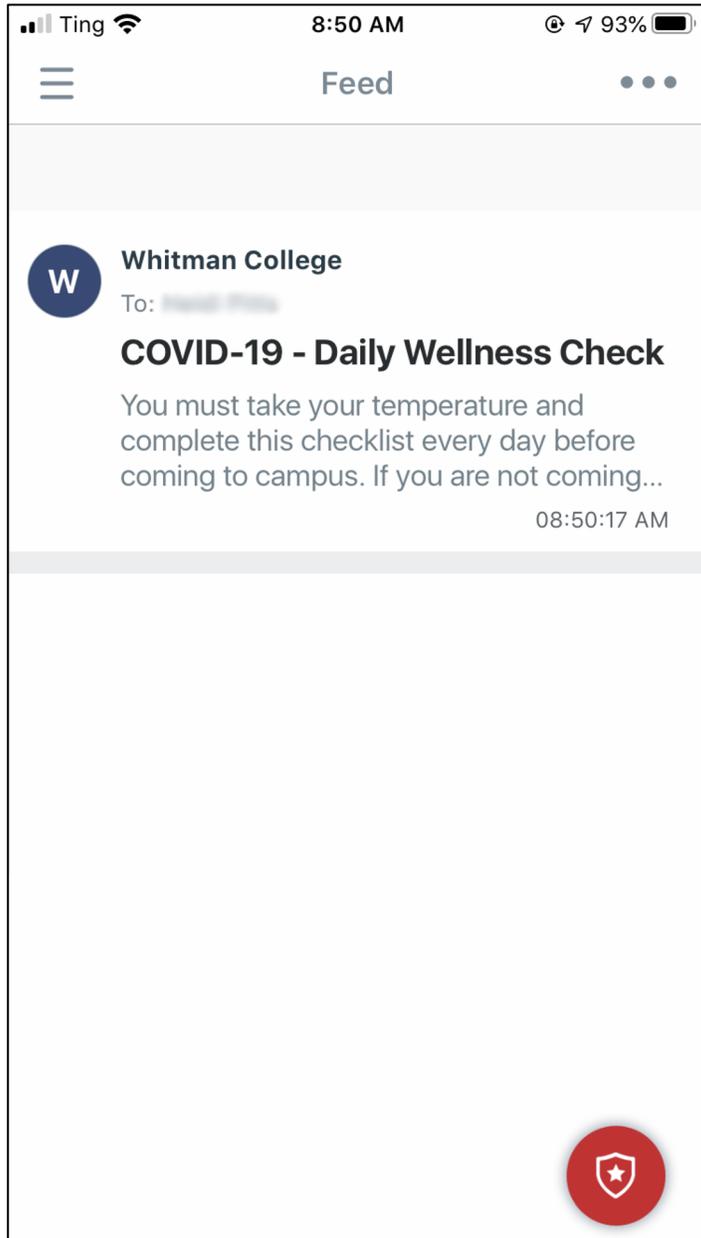
On the next screen, configure your preferences for notifications (we strongly encourage you to allow push notifications) and click Done.





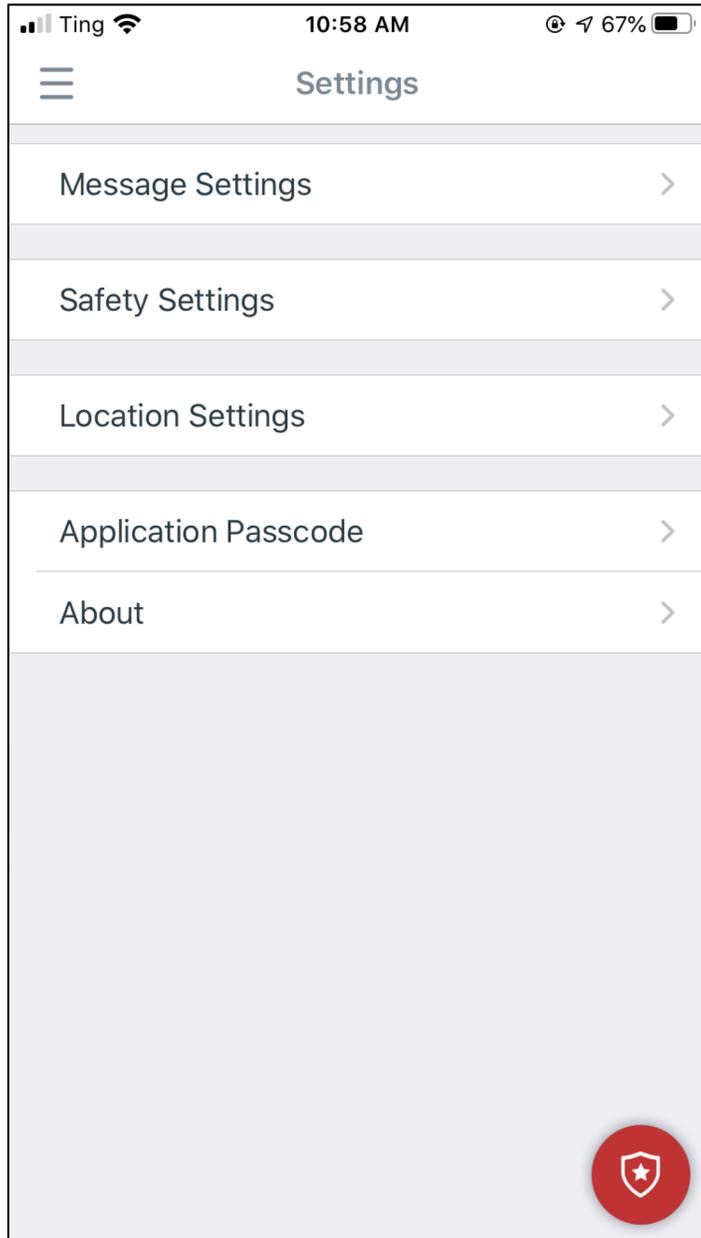
Now you will be taken to the Feed page of the app, which is where announcements will be shown.





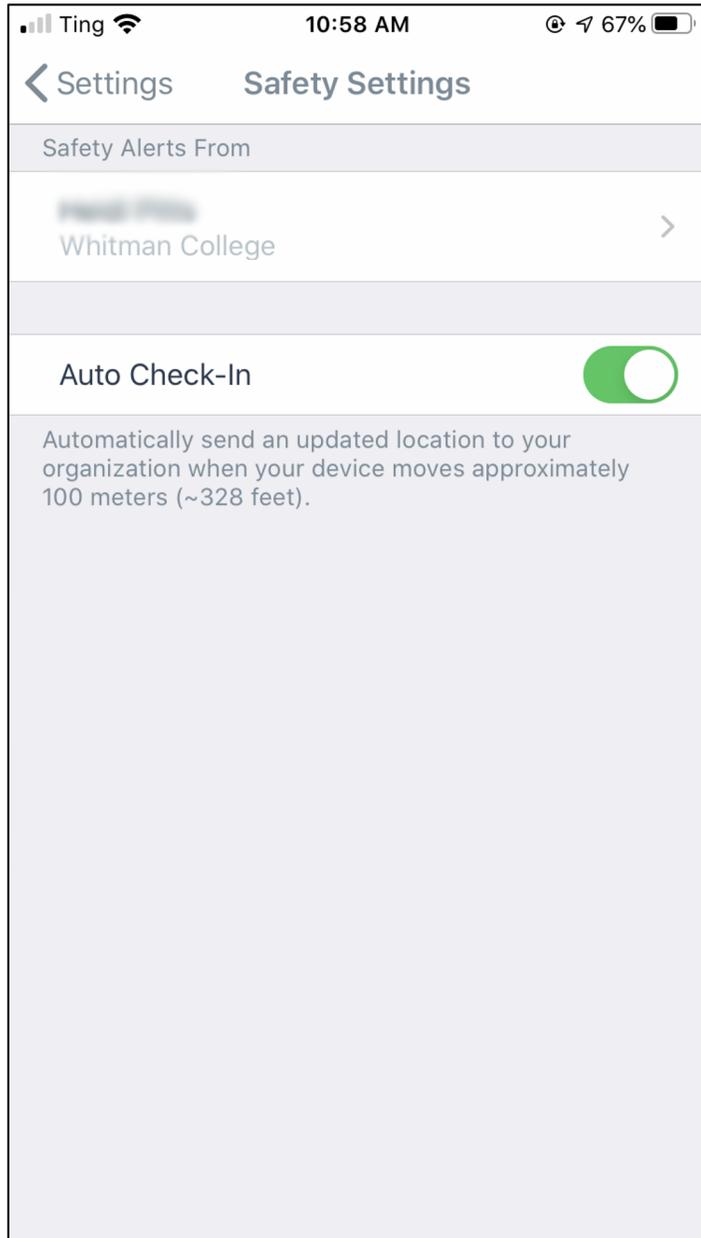
In the top left corner, click the three gray lines to open the main menu. Click the Settings gear in the bottom left corner.





There are a number of settings you can customize. Click to open Safety Settings.



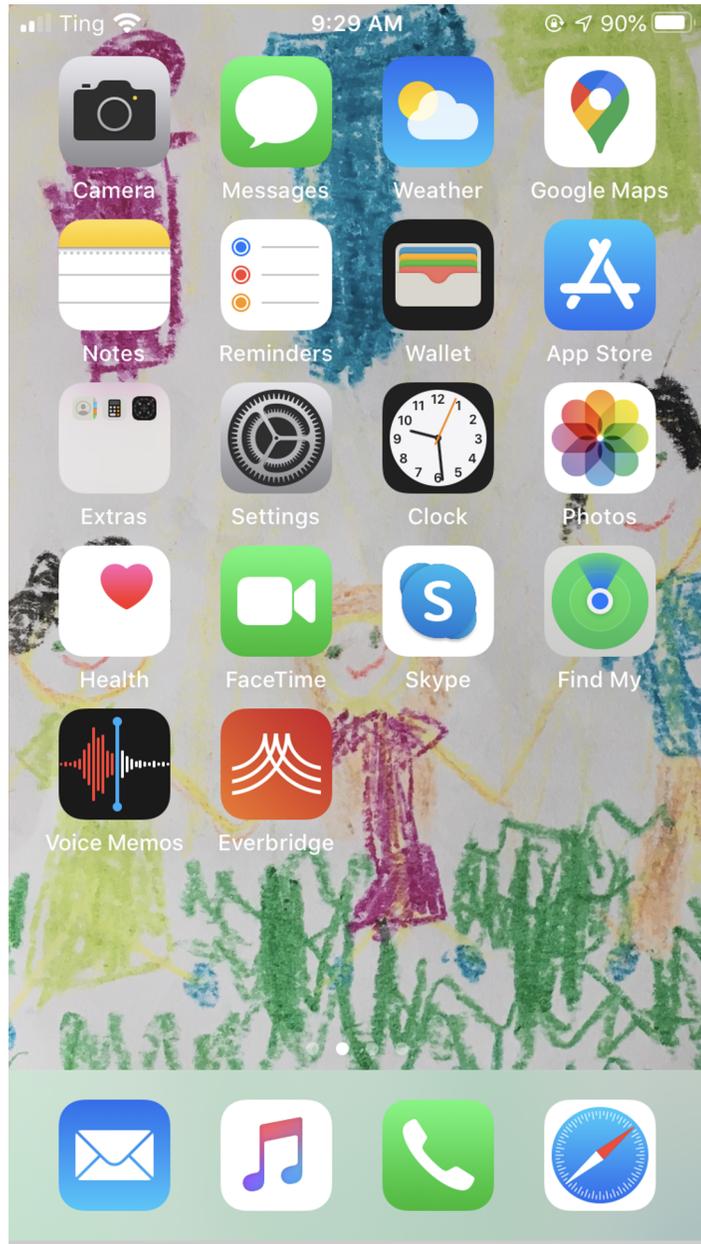


We strongly recommend that you enable Auto Check-in, which will allow the app to collect your location using GPS data as an additional piece of data in our contact tracing efforts. **Whitman will not use location information for anything other than contact tracing.**

If you choose not to use this feature, Everbridge will still be able to use your Bluetooth data for contact tracing purposes.

If you enable Auto Check-in, you may see a prompt to allow Everbridge to use location services even when you are not using the app. Please enable this in your phone's general Location Services settings (under Privacy in Settings) for Auto Check-in to work.





Set up is complete. Find the orange and white Everbridge icon on your phone for future access.



DAILY USE

WELLNESS CHECK



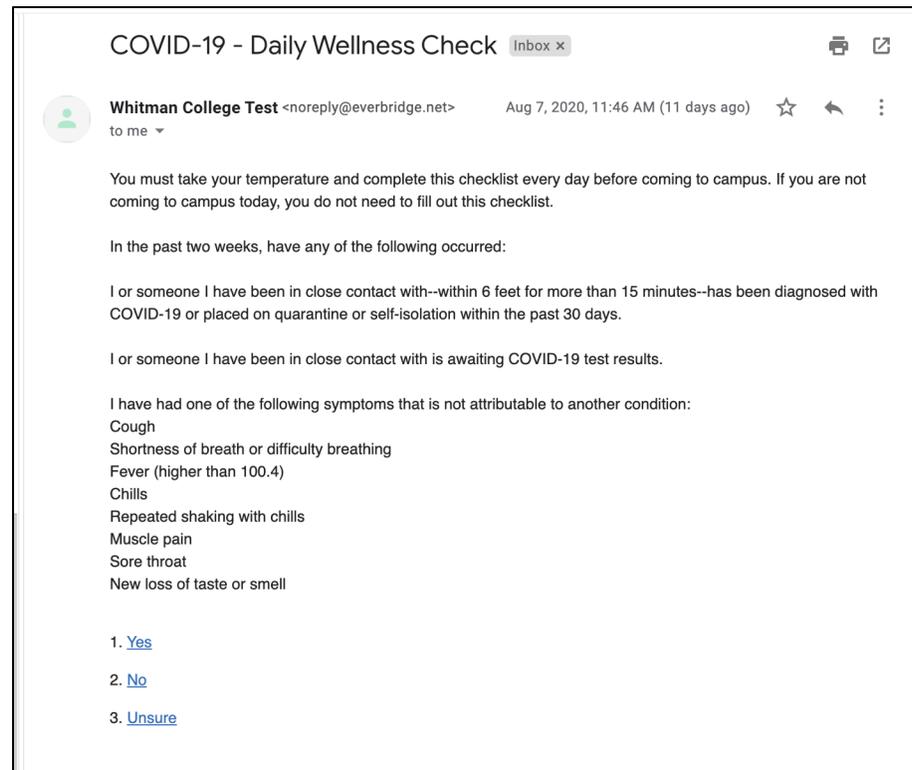
Daily Wellness Check

Moving forward, Everbridge will provide Whitman's Daily Wellness Check questionnaire. The Wellness Check can be accessed through a daily message in the app feed as well as through a daily email. Employees and students who are authorized to be on campus are required to complete the Wellness Check every day that they are on or are scheduled to be on campus.



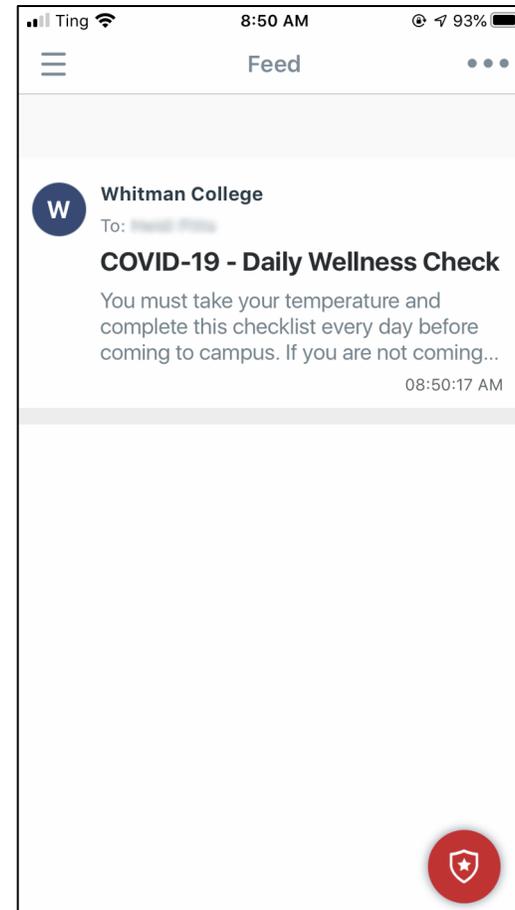
Using the Wellness Check in Email

To use the Wellness Check in your email, access your Whitman email account. Find that day's email for the Daily Wellness Check. Please answer the question. Shortly thereafter you will receive a follow-up email with a green notification that you are authorized to be on campus or a red notification that you are not authorized to be on campus, based on whether your answers indicate a potential for COVID-19. Please keep that email for the day in case you need to demonstrate that you completed the wellness check and are cleared to be on campus.

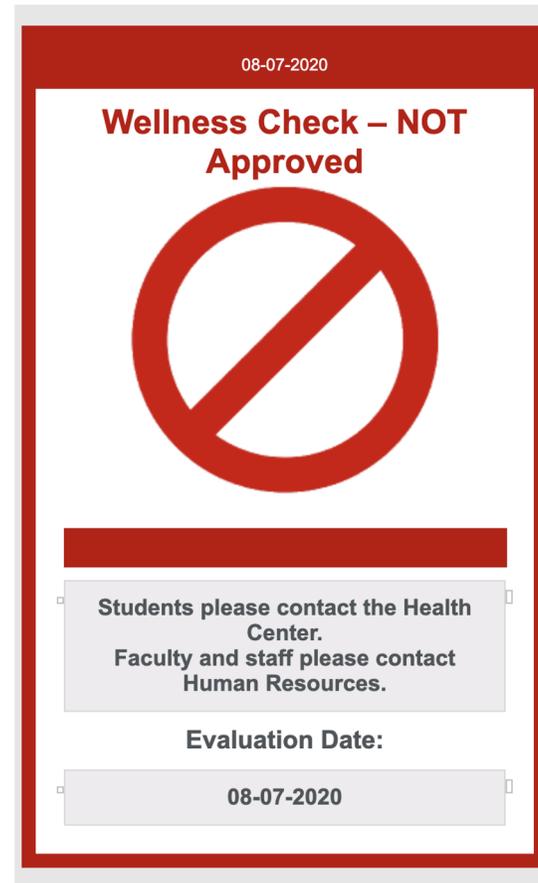
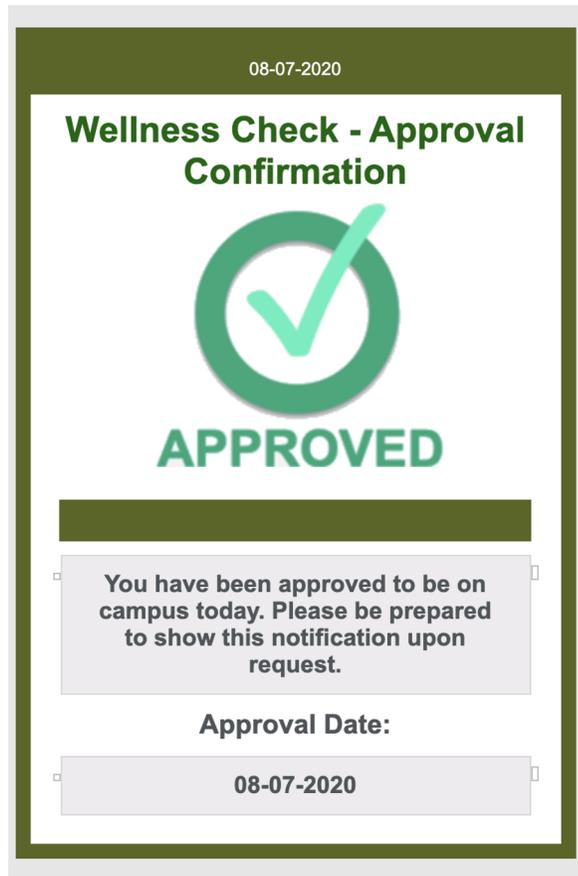


Using the Wellness Check in the App

To use the Wellness Check in the Everbridge app, open the app. Click the Daily Wellness Check notification in the Feed. Please answer the question. Shortly thereafter, you will receive (in the app and via email) a green notice that you are cleared to be on campus or a red notice that you are not cleared to be on campus, based on whether your answers indicate a potential for COVID-19. You will be able to access this pass in the app should you be asked to demonstrate that you completed the wellness check and are cleared to be on campus.



Wellness Check Follow-up Messages



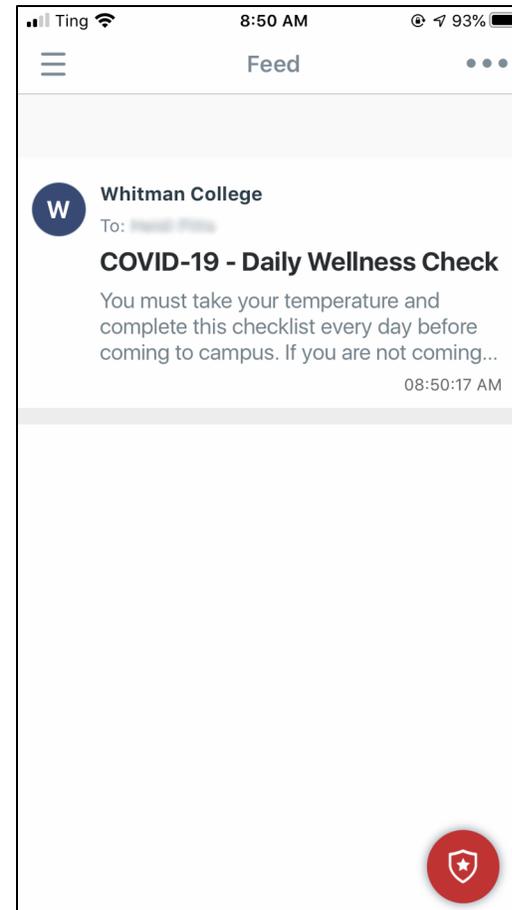
DAILY USE

CONFIRMED COVID-19 SELF REPORT



COVID-19 SELF REPORT

If you have a confirmed case of COVID-19, you must report this using the Everbridge app Self Report button. Open the app and click the red circle with the white shield in the lower right corner.



COVID-19 SELF REPORT

Click the Self Report button and answer the questions as prompted. This will create a notification to Human Resources, Welty Student Health Center staff and the chair of the Coronavirus Task Force and you will receive a follow-up call to share information and instructions.

If you are not using the Everbridge app and have a confirmed case of COVID-19, employees should contact Human Resources and students should contact the Welty Student Health Center.

