# Event Check-In QR Codes Guide

## Mandatory Requirement: List of Event Attendees

Each event must provide a list of event attendees upon the completion of their event. This attendee list can be documented through the use of Event Check-In QR Codes or a physical/electronic sign-in sheet. Grab-n-Go and drive-by events do not need to provide an attendee list.

Event attendees lists will be uploaded into a searchable database to assist in campus tracing.

<table>
<thead>
<tr>
<th>If using Event Check-In QR Codes-</th>
<th>If using a physical/electronic sign-in sheet-</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What you will need:</strong></td>
<td><strong>What you will need:</strong></td>
</tr>
<tr>
<td>Phone/Device</td>
<td>Sign-in sheet</td>
</tr>
<tr>
<td>UTD Event ID (this ID is unique to your event and will be provided to you via email when your event has been approved)</td>
<td></td>
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Once a month, all individuals who participate in the Daily Health Check will receive an email with a link to their unique event check-in QR codes. Attendees can also use their NetID to access their QR code by navigating to: [https://utd.link/qrcode](https://utd.link/qrcode)

Attendees will pull up their QR code on their personal device and present it to event personnel. Event personnel will use their personal phone or an institutionally dedicated device to scan the QR code. The Check-In process for event personnel is as follows:

1. Open the camera app and scan the QR code of the attendee that you are trying to check-in.
2. Follow the prompts on your phone/device to navigate to the REDCap webpage.
3. At the top of the page, you will see one of the following statuses:
   - **Daily Health Check Complete**: The individual has successfully completed their Daily Health Check and does not have a positive flag. Enter the unique UTD Event ID and press the LOG button to complete the check-in.
   - **No Daily Health Check Submitted**: The individual has not completed their Daily Health Check. Request individual complete their Daily Health Check. Repeat the check-in process once completed.
   - **Daily Health Check Positive Flag**: The individual completed their Daily Health Check with a positive flag. Complete the check-in process and request the individual to self-isolate until C19/Dean of Students contacts them with further guidance.
   - **Daily Health Check Complete - Not on Campus**: The individual completed their Daily Health Check, but indicated they would not be on campus. Request individual complete their Daily Health Check on paper (see below for the Daily Health Check questions). Complete check-in once completed.

The sign-in sheet should be sent in Microsoft Excel format to OEMCP@utdallas.edu. Please use the Event Attendee List Template located on the Office of Legal Affairs website [here](#). The following fields must be included in the spreadsheet and filled out by attendees:

- Event Name (this should be the same Event Name that the Event Coordinator used in the SERA form)
- Event Date / Time
- Attendee NetID (UTD ID is not a sufficient substitute)
- Attendee First Name
- Attendee Last Name
- Attendee Email
- Attendee University Affiliation (student, staff, faculty, etc.)

Documentation provided below provides additional details for event personnel to successfully check-in attendees.
If adjunct faculty without QR Codes attend, you will need to supplement the list created by the Event Check-In QR Codes with a physical/electronic sign-in sheet. The sign-in sheet should be in Microsoft Excel and contain the fields listed in the column to the right.

The below information details instructions for event personnel to successfully check-in attendees.

Device Setup

1. Enable location services.
   - Android: Go to Settings. Tap Location. Move the slider to On.
   - iOS: Go to Settings. Tap Privacy. Tap Location Services. Move the Location Services slider to on/green.

2. Ensure your camera application can scan a QR code by scanning the following image:

   ![QR Code Image]

   - Follow the prompts on your phone to navigate to the REDCap webpage.
   - You may receive a pop-up which asks permission for REDCap to know your location. Allow permission.
   - Enter the UTD Event ID and click submit to complete the test.

3. Ensure your phone's web browser works as expected. Safari on iOS and Chrome on Android are highly recommended.

Troubleshooting

If you are having issues scanning the QR code, try the following:

- Increase the screen brightness of the device with the QR code.
- Connect to the internet.
- Try a different web browser.
- Enable location.
- Clean the lens on your camera.
- Restart the camera app.
- Restart your device.
# Daily Health Check Questions

These Daily Health Check Questions should be completed by any individual with the QR Code status **Daily Health Check Complete - Not on Campus**.

**Event Date:**  
**UTD Event ID:**  
**First & Last Name:**  
**NetID:**

<table>
<thead>
<tr>
<th>#</th>
<th>Question</th>
<th>Answer Choices</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In the previous 14 days, have you experienced any of the following new or worsening symptoms, in a way that is not normal for you: fever (&gt;100° F), coughing, shortness of breath, or persistent pain or pressure in your chest?</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>2.</td>
<td>In the previous 14 days, have you experienced any of the following new or worsening symptoms, in a way that is not normal for you: chills, repeated shaking with chills, runny nose or sinus congestion, muscle pain, headache, sore throat, fatigue, gastrointestinal (GI) symptoms (nausea, vomiting, diarrhea), or loss of taste or smell?</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>3.</td>
<td>In the previous 14 days, has a member of your household, or anyone you’ve been in close contact with, experienced active illness which includes any of these new or worsening symptoms: fever, cough, shortness of breath, persistent pain or pressure in their chest, chills, repeated shaking with chills, runny nose or sinus congestion, muscle pain, headache, sore throat, fatigue, gastrointestinal (GI) symptoms (nausea, vomiting, diarrhea), or loss of taste or smell?</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>4.</td>
<td>In the previous 14 days, have you tested positive for COVID-19 or been in close contact with a person that has tested positive for COVID-19?</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>4a.</td>
<td>If yes to #4, have you tested positive for COVID-19 or been in close contact with a person that has tested positive for COVID-19?</td>
<td>I have tested positive for COVID-19</td>
</tr>
<tr>
<td>5.</td>
<td>In the previous 14 days, have you been directed by a public health or medical professional to self-quarantine or isolate due to possible exposure to COVID-19?</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

After event, Event Coordinator must scan all Daily Health Checks completed on paper to OEMCP@utdallas.edu.