Thank you for committing to keep your workplace safe by using HealthCheck by Stratum™!

To learn more about HealthCheck, please visit https://www.stratumhealth.io/info.

HealthCheck is available as an app (for mobile devices) or online with a desktop browser.

All answers are protected, and this application follows strict data privacy laws. The information is collected and presented in an anonymized dashboard. No one will see your answers.

However, if you have one or more symptoms, the administrator for your group will be sent an email advising them of the result of the screening. Your administrator will not know which symptom triggered the alert. This process helps ensure users of the app are safe, can find local health facilities, and can adjust work schedules as needed for the safety of everyone.

The process is simple and takes under one minute. EVERY DAY prior to leaving home, log in to the HealthCheck portal on your mobile device or any browser and answer a series of yes/no questions. You will also need to enter your current temperature.

At the end of the screening, you will receive one of three results:

**Green** = eligible to come onsite. Please be prepared to scan your QR code for entry to the building.

**Yellow** = you will not be allowed to come on site. Stay home and follow up with your administrator.

**Red** = You will not be allowed to come on site. Consult your medical provider and follow up with your administrator.

**STEP 1. GETTING STARTED**

Download the HealthCheck by Stratum app or use the web interface at: https://healthcheck.stratumhealth.io
STEP 2. REGISTER AS A NEW USER

STEP 3. CHECK YOUR EMAIL - ACTIVATE ACCOUNT WITH THE LINK
STEP 4. REGISTER WITH YOUR FACILITY (Department):

You will insert the code associated with your work location or department (FACILITY) in the box. YOUR CODE IS:

<table>
<thead>
<tr>
<th>Department</th>
<th>Facility</th>
<th>Facility Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAADT Dancers and Stage Managers</td>
<td>AAADT</td>
<td>LUGeJC5R</td>
</tr>
<tr>
<td>AAADT Crew</td>
<td>Ailey Warehouse</td>
<td>pCqhJmX6</td>
</tr>
<tr>
<td>Ailey School Faculty/Musicians</td>
<td>School Faculty/Musicians</td>
<td>ENJOHkZ6</td>
</tr>
<tr>
<td>Ailey II Dancers and Crew</td>
<td>Ailey II</td>
<td>32JxcwA0</td>
</tr>
<tr>
<td>Department</td>
<td>Code</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>Arts in Education/AileyCamp Teaching Artists</td>
<td>AIE</td>
<td></td>
</tr>
<tr>
<td>and Musicians</td>
<td>QOFqJdth</td>
<td></td>
</tr>
<tr>
<td>Ailey School Junior Division</td>
<td>校JD Students</td>
<td>1OCPsnQt</td>
</tr>
<tr>
<td>Ailey School Professional Division (including</td>
<td>校PD Students</td>
<td>RczLsIhw</td>
</tr>
<tr>
<td>BFA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ailey School PPAS</td>
<td>校PPAS</td>
<td>ODKI93WM</td>
</tr>
<tr>
<td>Full Time and Part Time Administrative Staff</td>
<td>校Staff</td>
<td>bl1h+dry</td>
</tr>
<tr>
<td>Part Time Studio Managers/Theater Technicians</td>
<td>Studio Operations</td>
<td>BOS/S6B5</td>
</tr>
<tr>
<td>Ailey Extension Teaching Artists and Musicians</td>
<td>Extension</td>
<td>/pxXRZ0N</td>
</tr>
</tbody>
</table>

**NOTE:** If you work in more than one area, please use the facility code for the department you’re working for that day.

**STEP 5. COMPLETE DAILY HEALTHCHECK PRIOR TO GOING TO WORK**

1. **Have you tested positive for a newly-identified infectious disease in the past 14 days?**
   - Yes
   - No

2. **Have you travelled to a known 'hotspot' or restricted state as documented by the Public Health Authority in the last 14 days?**
   - Yes
   - No

3. **Have you had a new or worsening cough within the last 14 days?**
   - Yes
   - No

4. **Have you had difficulty breathing or shortness of breath within the last 14 days?**
   - Yes
   - No

5. **Have you had a sore throat within the last 14 days?**
   - Yes
   - No
You’re done! Congrats on completing your registration and first HealthCheck! For any issues with facilities, please contact support@stratumhealth.io.

**STEP 6. SCAN YOUR QR CODE AND ENTER THE BUILDING**

- Open the HealthCheck app and tap “Passport”
- Tap the most recent “HealthCheck passed” entry to display the QR code
- Scan the code on the iPad located inside the front entrance

**STEP 7. SCAN YOUR QR CODE WHEN EXITING THE BUILDING**

- Open the HealthCheck app and tap “Passport”
- Tap the most recent “HealthCheck passed” entry to display the QR code
- Scan the code on the iPad located near the exit doors
You can also access HealthCheck via any web browser using the instructions below.

**NOTE:** you don’t need to do this if you’re going to use the app to sign in and complete your daily health check. It’s just another way to access the HealthCheck system should you need it.

**USING THE WEB APP TO REGISTER AND COMPLETE SCREENINGS**

1. Go to [https://healthcheck.stratumhealth.io](https://healthcheck.stratumhealth.io) and click **Sign Up:**
2. Complete the Sign Up form and insert the facility code that you wish to register with:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Facility</th>
<th>Facility Code</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Extension</td>
<td>/pxXRZ0N</td>
</tr>
</tbody>
</table>
3. Once registered, please go to your email account and click Activate in the email from HealthCheck team:

**ACTIVATE ACCOUNT WITH EMAIL LINK**

![Email with Activating Link](image)

4. Download the app in the [Apple App Store](https://itunes.apple.com) or the [Google Play Store](https://play.google.com) or use the web interface at: [https://healthcheck.stratumhealth.io](https://healthcheck.stratumhealth.io).

5. Login from either the app or website and perform HealthChecks daily before attending work.
Resetting a user’s password

1. In your web browser go to: https://healthcheck.stratumhealth.io

2. If you do not know the password, click Forgot Password

2. Enter email address and request password
3. If you know the password login in to https://healthcheck.stratumhealth.io

4. Select My Profile

5. Select Edit Profile
6. **Choose Change Password**

- **First Name**: Demo
- **Last Name**: User
- **Age**: 28
- **Phone**: 615-867-5309
- **Country**: United States of America
- **State**: Tennessee
- **Temperature Scale**: Fahrenheit

[Change Password]

7. **Enter Password and Confirm**

**Change Password**

- **New Password**: 
  - Must be 6-20 characters long and must not contain spaces.
- **Confirm Password**: 

[Change Password]
HEALTHCHECK FAQS

Q: What kind of questions do I need to answer for a HealthCheck?

A: HealthCheck questions require simple Yes/No responses. These questions follow guidelines from the United States Centers for Disease Control and Prevention ("CDC") and infectious disease experts. These non-invasive questions help protect you and your Organization from spreading illness.

Q: How long does a HealthCheck take?

A: Performing a HealthCheck takes less than a few minutes.

Q: Are my answers protected?

A: Yes. User privacy is very important to you, Ailey and HealthCheck. All responses follow strict data privacy laws including the California Consumer Privacy Act ("CCPA") and the General Data Protection Regulation 2016/46 of 27 April 2016 ("GDPR").

Q: What is a facility or unit?

A: For Ailey, a ‘Facility’ is a grouping of staff or students, similar to a department. This will allow the Healthcheck managers to monitor their areas of responsibility and quickly identify contacts in the event of a positive case.

Q: What triggers a Warning or an Alert?

A: Yellow- 1 symptom or a mild fever of 99.9-100.3
Red- 2 or more symptoms or a fever of 100.4 or higher.

Q: What happens if I receive a red screen on HealthCheck?

A: Safety is the top priority. We recommend you stay home for your own safety and the safety of others. Ailey will automatically receive an alert informing us of your symptoms. It is very important to you to schedule an appointment with your medical provider immediately.
Q: Are you selling my data?

A: No. Your responses are not sold and are solely collected to protect yourself and Ailey from spreading illness.

Q: Who can see my answers?

A: Only you and your Healthcheck manager can see your HealthCheck answers- you can see the specific answers, and the manager can see answers in the aggregate that is collected and presented in an anonymized dashboard. The dashboard shows Healthcheck Managers health changes and trends across teams, departments and facility locations to protect you and Ailey.

Q: Is HealthCheck secure?

A: Yes. HealthCheck is a secure, encrypted platform developed by Stratum, a global leader in Cloud services including healthcare and security. Stratum Cloud Architects and Engineers have extensive experience and certifications designing, building and supporting complex Cloud systems.

Q: Does Healthcheck sell data about me or Ailey?

A: No. Your responses are not sold and are solely collected to protect yourself and Ailey from spreading illness.

Q: How long is the data retained in the dashboard?

A: The data is presented on the dashboard for 14 days. After 14 days, the data is not presented in the dashboard anymore. The data is retained, however, for 98 days. By default, data cannot be accessed after 14 days, but it is available for audit purposes. After 98 days, any check data is removed from the database. User Data, as well as company data, will be persisted.