



Five Minute Meeting:

Topic: COVID-19 LiveSafe App Reporting Tool

Date: July 14, 2020

Audience: Employees working in PG&E facilities or in the field

The key thing you need to know

We continue to see an increase in employee COVID-19 confirmed cases. **Employees working outside of their home are required to perform a daily at-home health screening prior to arriving at PG&E facility or worksite**, but there have been instances where employees have reported to work feeling ill and presenting possible COVID-19 symptoms. **Employees must confirm that they are not sick and fit for duty every day.**

To help uphold the daily health screen requirement and ensure employees remain safe and fit for duty, all employees reporting to work outside of their homes will be required to use the LiveSafe application as a daily health screen reporting tool to/with their supervisor.

This five-minute meeting provides instructions on how to download, register and use the LiveSafe app.

Why it matters to you

This is a necessary safety measure to support fitness for duty and protect the safety of our employees, colleagues, families and customers.

The combined use of the LiveSafe app as a health assessment reporting tool in tandem with current COVID-19 safety measures including wearing appropriate masks, physical distancing, and rigorous hygiene practices will help us keep one another safe. Safety remains our most important responsibility, and accountability is essential as we continue to be vigilant in our COVID-19 response.

Please continue to role model and reinforce the safety practices around our COVID-19 response.

Key discussion points

- **What is this new policy and tool?** To help minimize the spread of COVID-19 and help keep employees, families and customers safe, all employees reporting to work outside their home will be required to use the LiveSafe app to report the results of their at home health screening prior to arriving at work.
- **When must you have this as an accessible usable tool?** All employees reporting to work outside their homes are asked to download the app to their work-issued or company-subsidized personal mobile device (BYOD), or to access the application from a computer or browser by July 20.

Internal

INTERNAL

- **How do I download it?**

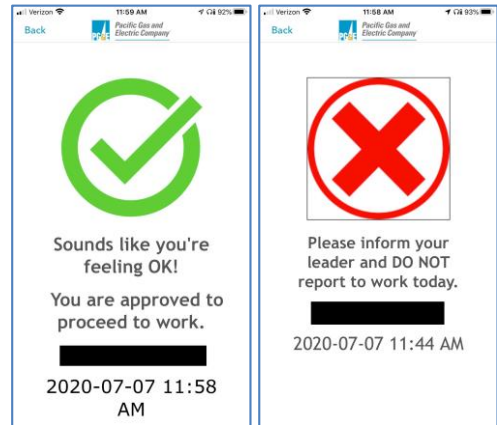
- For PG&E issued mobile phones, download the LiveSafe app via PG&E's Apps@work for me. For employees who have a non-PG&E phone/device and a PG&E email address, download the app from the Apple or Google Play store.
- Register your LiveSafe account with your PG&E email address.
- Verify your email address from your email inbox that you used to register in LiveSafe.
- For employees without a PG&E email address, an external link will be provided by your leader for your daily health screening reporting. This link can be saved as a favorite and be used for you daily check-ins.

- **How to use the app for Health Screening reporting ?**

- Take the survey once a day prior to arriving at work.
- Record the 5 minutes that it takes to complete the health check in your daily time reporting
- Choose "Daily Health Check" card to initiate the wellness survey.
- Answer all questions. All questions must be answered to submit the survey to your supervisor.
- Choose "submit" at end of survey when all questions answered. Date and time stamps are automatic and do not need to be updated.
- Onscreen instructions will inform you if you are cleared to work: Green checkmark is approved to report. Red X is not approved to report to work.
- Check your email for confirmation.

- **Where do I go for help?**

- For a step by step overview on how to download, register and use the LiveSafe app, [click here](#).
- Contact the TSC for questions regarding download or installation of LiveSafe at (415)-973-9000.



LiveSafe Confirmation screens

Who do I contact with questions?

Your supervisor.

