

USING BLACKLINE SAFETY PRODUCTS FOR CLOSE CONTACT AND SOCIAL DISTANCE REPORTING

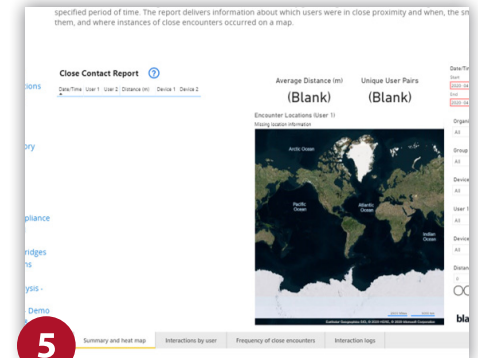
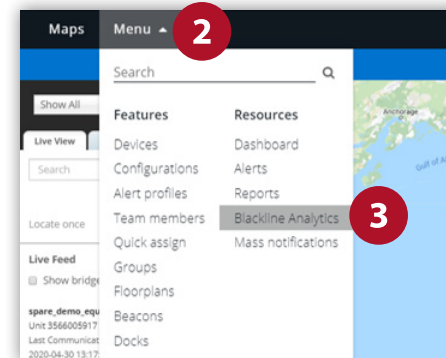
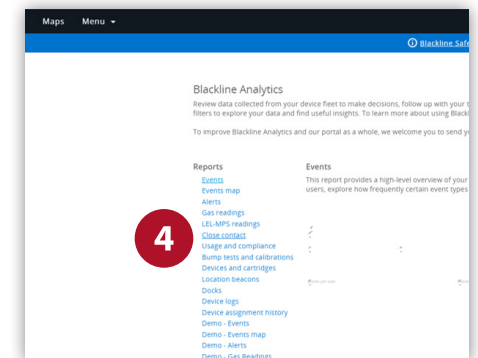
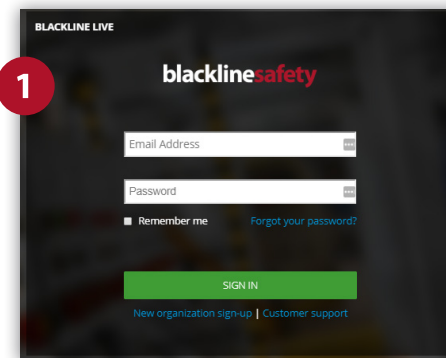
CLOSE CONTACT REPORT

blacklinesafety

The Close Contact report has been designed to aid in monitoring social encounters between workers by generating a list of individuals who have been working in proximity. The report delivers information about the users that were in proximity, the date and time the encounter took place, the smallest distance between them and where instances of close encounters occurred on a map. The Close Contact report is available through the Blackline Live portal under Blackline Analytics. The reports refresh every 6 hours (starting at 5 a.m. MST). Data can be viewed from the last 30 days.

Accessing the Close Contact Report

- 1 Log into Blackline Live at live.blacklinesafety.com
- 2 Click **Menu** to bring up the navigation pane.
- 3 Click **Blackline Analytics**.
- 4 Locate the **Close Contact report** from your list of reports on the left-hand side.
Note: Only reports that are available to your organization will be displayed here.
- 5 Choose from one of four reporting options:
 - Summary and heat map
 - Interactions by user
 - Frequency of close encounters
 - Interaction logs



SUMMARY AND HEAT MAP

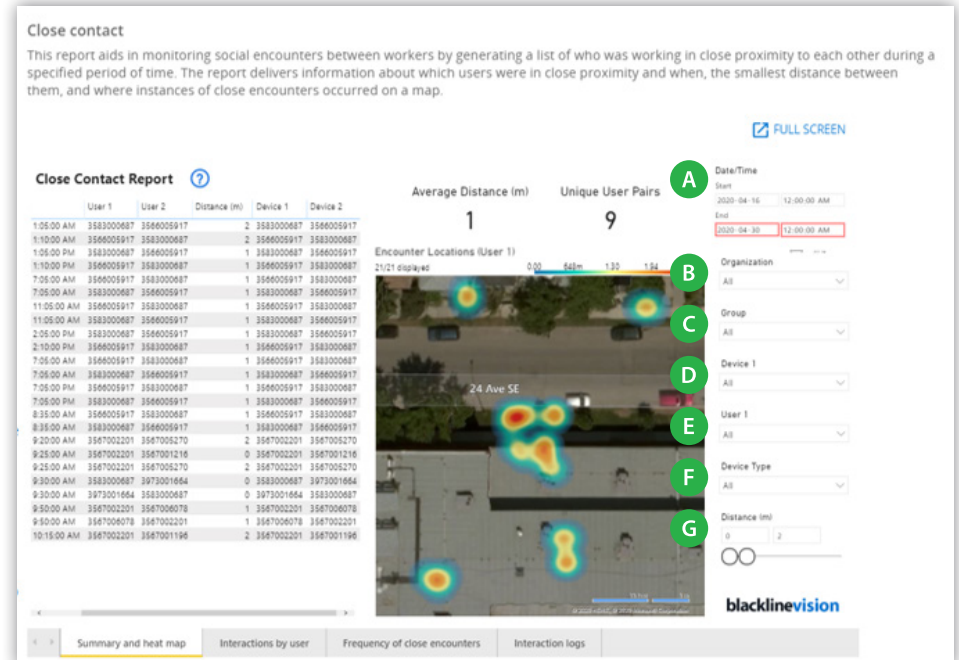
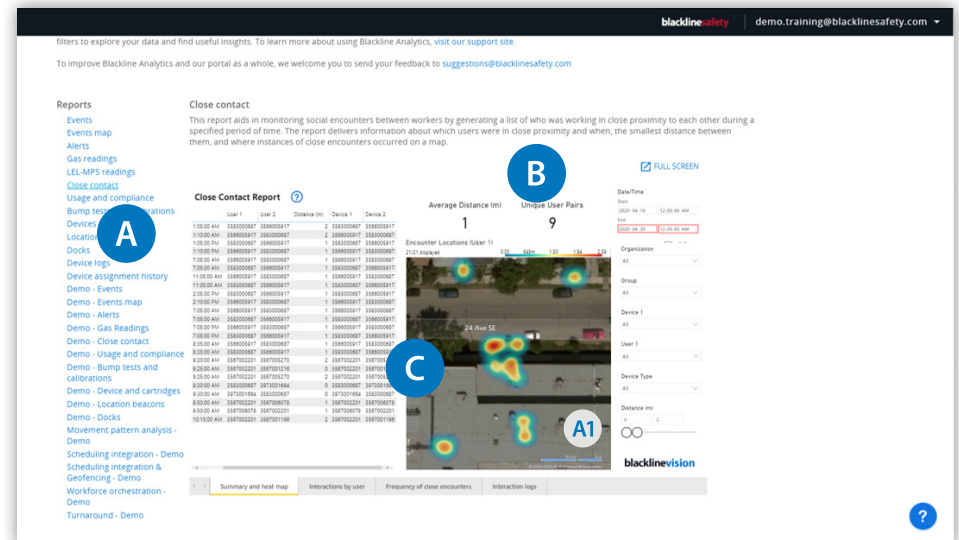
This reporting option is the default option that appears when Close Contact is selected from the list of reports. It can be customized by date and time, user and device, and distance in meters. The summary and heat map provides an overview of close contact interactions on a work site, and can assist in locating hot spots where social distancing is not happening, or is not possible.

Interpreting the Report

- A Summary** List of all close contact interactions that occurred between devices in the defined date/time window.
- A1 Note:** The default distance for close contact interactions is 2 meters.
- B Unique User Pairs** The number of individuals that User 1 may have had a close contact interaction with during the defined date/time window.
- C Heat Map** Visualizes clusters of interactions on the work site.

Customizing the Report

- A Date/Time** Adjust the time period as needed.
Note: The World Health Organization currently estimates that the incubation period for COVID-19 is between 2 and 14 days. During this period, workers may have been contagious.
- B Organization** Select one or more organizations as needed.
- C Group** Select one or more groups as required.
- D Device 1** Select all devices in your organization or group, or narrow down to specific device IDs as needed.
- E User 1** Select all users in your organization or group, or narrow down to specific users as necessary.
- F Device Type** Select specific device types, such as G7c or G7x, if required.
- G Distance (m)** Adjust the distance between devices as needed, depending on the policies and reporting requirements of your organization.
Note: Current recommendations from the Center for Disease Control for proper social distancing is 2 meters, or 6 feet.



INTERACTIONS BY USER

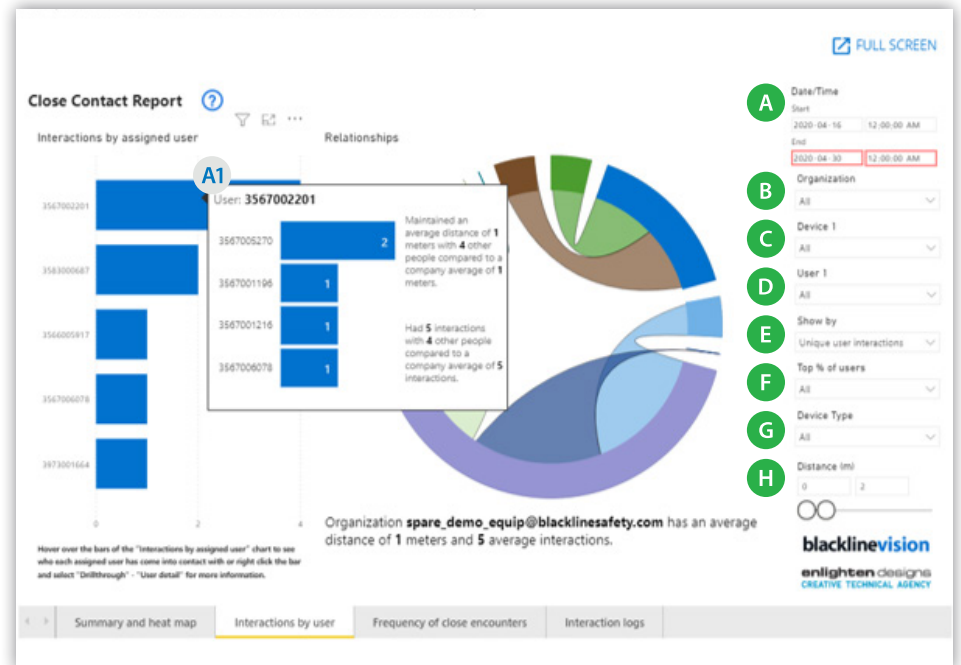
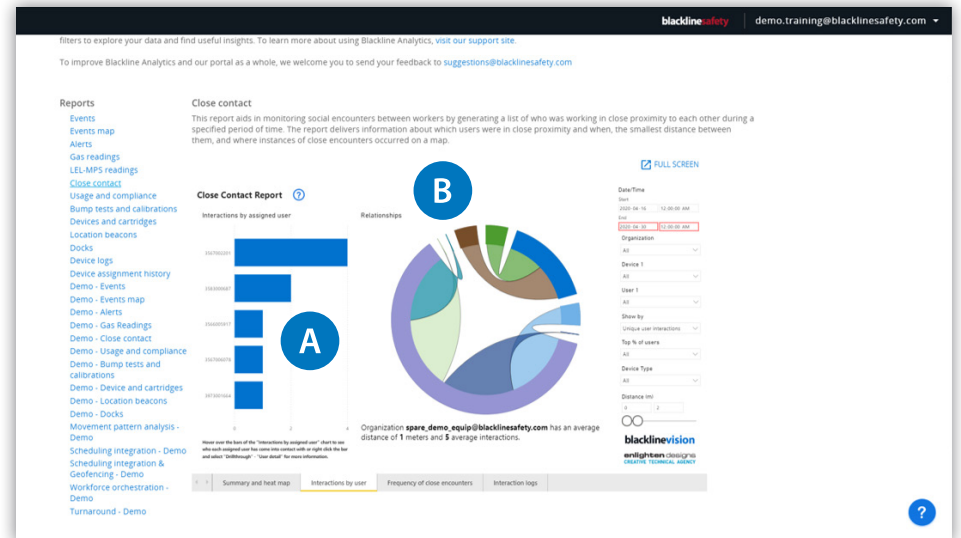
This reporting option is the second tab under the Close Contact report. It presents valuable information about which workers were most frequently in contact with others, and who these users were in contact with.

Interpreting the Report

- A Interactions by Assigned User** Bar chart that visualizes the number of interactions had by the selected users.
- A1 Note:** Hover over each user's bar to display which users that user interacted with. Right-click the bars to drill down for more detailed information about each user.
- B Relationships** Graphical representation of interactions.

Customizing the Report

- A Date/Time** Adjust the time period as needed.
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- B Organization** Select one or more organizations as needed.
- C Device 1** Select all devices in your organization or group, or narrow down to specific device IDs as needed.
- D User 1** Select all users in your organization or group, or narrow down to specific users as necessary.
- E Show By** Choose between displaying either the total interactions for a given time period, or the unique user interactions between user pairs.
- F Top % of User Interactions** Filter the display to show the top 10% to 90% of user interactions in the organization.
- G Device Type** Select specific device types, such as G7c or G7x, if required.
- H Distance (m)** Adjust the distance between devices as needed, depending on the policies and reporting requirements of your organization.
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FREQUENCY OF CLOSE ENCOUNTERS

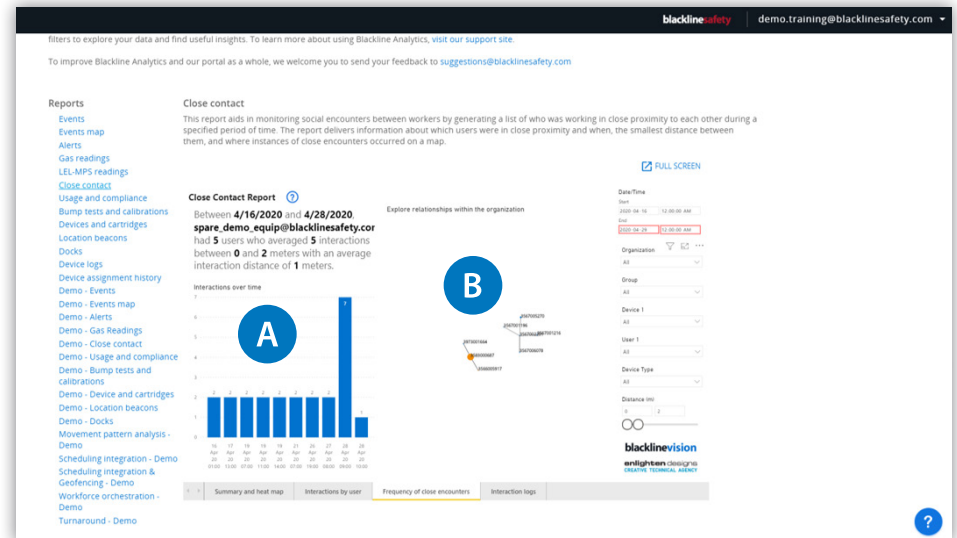
This reporting option is the third tab under the Close Contact report. It presents a comprehensive overview of interactions at a high level. This can be helpful in understanding the effectiveness of social distancing policies in the workplace.

Interpreting the Report

- A Interactions Over Time** Bar chart that visualizes the number of interactions taking place over time during a specified period.
- B Relationships Within the Organization** Web-like visualization that displays the overall interactions occurring in the organization. Each line represents an interaction between two employees. The size of the circles around each user represents the total number of interactions had by each employee. As more interactions occur, the larger the circle grows.

Customizing the Report

- A Date/Time** Adjust the time period as needed.
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- B Organization** Select one or more organizations as needed.
- C Group** Select one or more groups as required.
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- E User 1** Select all users in your organization or group, or narrow down to specific users as necessary.
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INTERACTION LOGS

This reporting option is the third tab under the Close Contact report. It presents a comprehensive overview of interactions at a high level. This can be helpful in understanding the effectiveness of social distancing policies in the workplace.

Interpreting the Report

- A User 1** The unit ID of the user.
- B Other Users Encountered** Number of unique users the specified user ID may have been in close contact with.
- B1 Note:** The specific devices that each user interacted with can be seen when each user ID is expanded. This will show if a user had multiple interactions with one individual, or single interactions with multiple individuals.
- C Total Encounters** Total number of encounters had by the specified user ID over the specified time period.
- D Distance** Average distance in meters for the encounters had by the specified user ID.

Customizing the Report

- A Date/Time** Adjust the time period as needed.
Note: The World Health Organization currently estimates that the incubation period for COVID-19 is between 2 and 14 days. During this period, workers may have been contagious.
- B Organization** Select one or more organizations as needed.
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