TROJAN CHECK TRAINING
AND INFORMATION SESSION
PRESENTATION
AGENDA

01 Trojan Check Overview
02 Review TrojanLearn Training
03 Navigating Trojan Check
04 Completing the Wellness Assessment
05 Upcoming Enhancements
06 Additional Resources
TROJAN CHECK- KEY MESSAGES

Through Project Restart, USC researchers, staff, faculty, students, and Keck medical professionals will begin returning to campus.

As a condition of returning to campus, USC will need to train and monitor the health of anyone, including USC community members, returning to campus.

Use of the Trojan Check web app will help prevent overcrowding in facilities and areas, as it will be tied to a location system that will help enforce physical and social distancing.

You must complete and clear a daily mandatory Wellness Assessment to receive a color-coded pass. You must bring the pass to campus to enter buildings.

Trojan Check data is viewed only by authorized personnel for statistical and safety purposes and will remain confidential.
Hello, Adam!

USC has undertaken a variety of preventive measures to reduce the spread of the COVID-19 virus. As we return to campus, we are all asked to part in these efforts by physically distancing, engaging in frequent hand-washing, and wearing face coverings and recommended Personal Protective Equipment.

In addition, as a condition for entering USC facilities and programs, USC is requiring individuals to complete an online check-in for particular workspaces and a daily wellness assessment on the Trojan Check online tool or in paper form.

Begin wellness assessment

Trojan Check

BEFORE STARTING
- Disclosure/Notification
- TrojanLearn Verification [Automated - One-Time]

WELLNESS ASSESSMENT
- Complete Assessment
- Confirmation of cleared status

HEALTH SCREENING
- Completion of wellness assessment generates a day pass
- Schedule visit
- Cancel reservation
- Check in/ out of building

DAY PASS
- SCHEDULING & CHECK IN/OUT
- Operational & Incident Reporting
- Manager Awareness
- Departmental Reports
- HR Reports
- Daily Email confirmation

REPORTING & NOTIFICATIONS

STEP 1: COMPLETE REQUIRED TRAINING

HEALTH, HYGIENE, AND SAFETY TRAINING FOR EMPLOYEES:

• You must complete training before making a reservation to come to campus.

• The course provides information on:
  • How to take the appropriate safety measures to stay healthy while on campus.
  • The wellness assessment questions that will be found in the Trojan Check web app.

• You must acknowledge completion of the course.

• Ensure that you “exit” once you complete the course.

TrojanLearn.usc.edu
STEP 2: TROJAN CHECK APPLICATION - WELLNESS CHECK

WELLNESS ASSESSMENT
Complete the wellness assessment **before arriving** to campus

COMPLETING THE ASSESSMENT
Read and respond to all questions – if you answer “yes” to any question you will not be allowed to come on campus

SUBMIT ASSESSMENT
**Attest to your answers and submit** your completed assessment

Trojancheck.usc.edu
STEP 2: TROJAN CHECK APPLICATION - WELLNESS CHECK

DAY PASS
Once you submit your wellness assessment with all “no” answers, you will receive a color-coded badge for today’s date. The color of the badge will change depending on the day of the week.

RETURN TO HOMEPAGE
Return to the homepage to check-in, once you arrive to campus.
STEP 3: TROJAN CHECK APPLICATION - REQUESTING ACCESS*

REQUEST ACCESS
Log in to trojancheck.usc.edu to request access to a room before arriving to campus.

COMPLETE REQUEST FORM
Schedule a room to be booked for a specific date and time.

SUBMIT REQUEST
Submit the completed form to ensure your space is reserved.

RETURN TO HOMEPAGE
Return to the homepage to complete the wellness assessment before going to campus.

*Reservations are currently required for researchers. Optional for others.
STEP 4: TROJAN CHECK APPLICATION - CHECKING IN

CHECK-IN
Once you arrive to your building, check-in

CANCEL
Cancel a reservation if you do not plan to go on campus

CHECK OUT
Once you have left your building, be sure to check-out, on the Trojan Check app
UPCOMING KEY ENHANCEMENTS

STUDENTS AND STAFF
Trojan Check will be made available to students and staff members upon their return to campus

GUESTS
Expanding access to guests, visitors, and others that do not have USC credentials.

LANGUAGE OPTIONS
Support for Spanish, Mandarin, and potentially other languages.

MOBILE APP
Final preparations are underway for a mobile version of the Trojan Check app*
ADDITIONAL RESOURCES

TROJAN CHECK APP
- https://Trojancheck.usc.edu

TRAINING VIDEOS
- https://Keepteaching.usc.edu
- https://Keepworking.usc.edu

USC ENVIRONMENTAL HEALTH & SAFETY WEBSITE
- https://ehs.usc.edu/welcome/covid-19-resource-center/
- (323) 442-2200

USC COVID-19 RESOURCE CENTER
- https://coronavirus.usc.edu/university-messages/
- Covid19@usc.edu
- 213-740-6291
THANK YOU & FIGHT ON!