
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 on campus. It is available in English and Spanish and will be tied to a location system that will help enforce physical and social distancing .

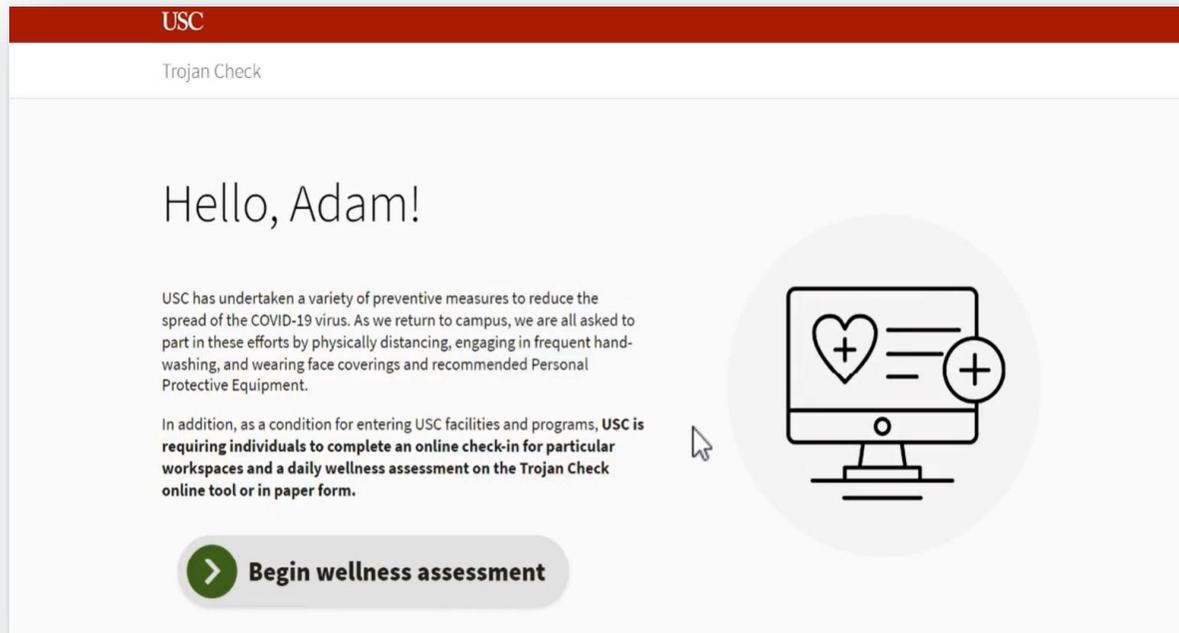


You must complete and clear a daily mandatory Wellness Assessment to receive a color-coded pass. You must present your pass to security personnel at an entry point to gain access to the campus.



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

TROJAN CHECK OVERVIEW



BEFORE STARTING

- ✓ Disclosure/Notification
- ✓ TrojanLearn Verification [Automated - One-Time]



WELLNESS ASSESSMENT HEALTH SCREENING

- ✓ Complete Assessment
- ✓ Confirmation of cleared status



DAY PASS SCHEDULING & CHECK IN/OUT

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



REPORTING & NOTIFICATIONS

- ✓ Operational & Incident Reporting
- ✓ Manager Awareness
- ✓ Departmental Reports
- ✓ HR Reports
- ✓ Daily Email confirmation

STEP 1: COMPLETE REQUIRED TRAINING



EXIT COURSE

Health, Hygiene and Safety for Employees

START DETAILS ▾



This course provides basic health, hygiene and safety information for USC employees and students permitted to return to work on campus during the “Safer at Home” orders (Los Angeles County Department of Public Health). This module was developed by USC Student Health and Keck Medicine of USC in conjunction with USC Environmental Health and Safety in May 2020.

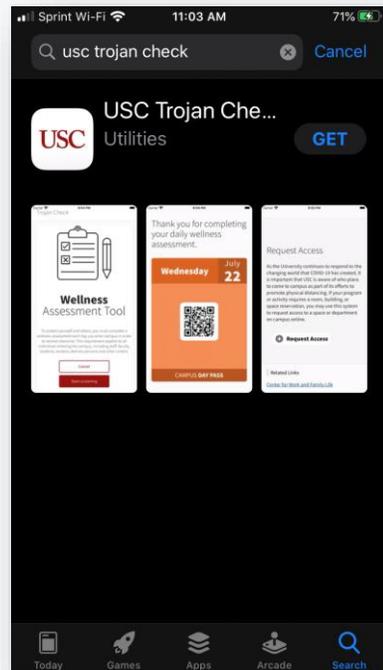
TrojanLearn.usc.edu

HEALTH, HYGIENE, AND SAFETY TRAINING FOR EMPLOYEES:

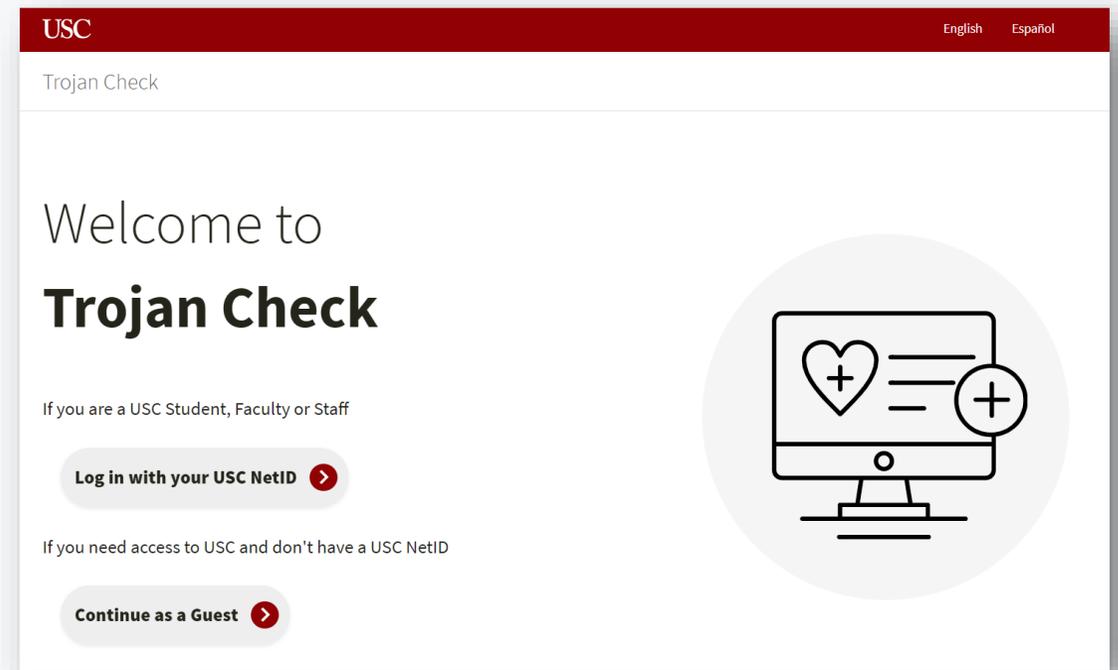
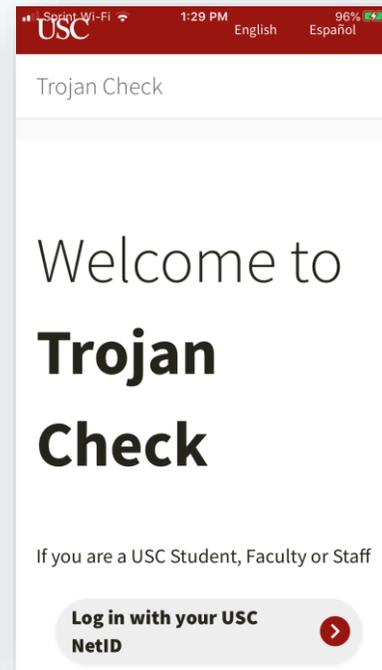
- You must complete training *before making a reservation* to come to campus
- The course provides information on:
 - How to take the appropriate safety measures to stay healthy while on campus
 - The wellness assessment questions that will be found in the Trojan Check web app
- You must acknowledge completion of the course
- Ensure that you “exit” once you complete the course
- A Spanish version of this course will be available in TrojanLearn

STEP 2: TROJAN CHECK APPLICATION - ACCESS

Access Trojan through an Apple or Android mobile app or laptop/desktop web browsers. Functionality is the same across PCs, Macs, and mobile apps.



Apple mobile app download and home screen



Computer browser

STEP 3: TROJAN CHECK APPLICATION - WELLNESS CHECK



WELLNESS ASSESSMENT

Complete the wellness assessment *before arriving* to campus .



LANGUAGE OPTIONS

For a Spanish version of the assessment, click “Espanol” in the upper right-hand corner of the screen



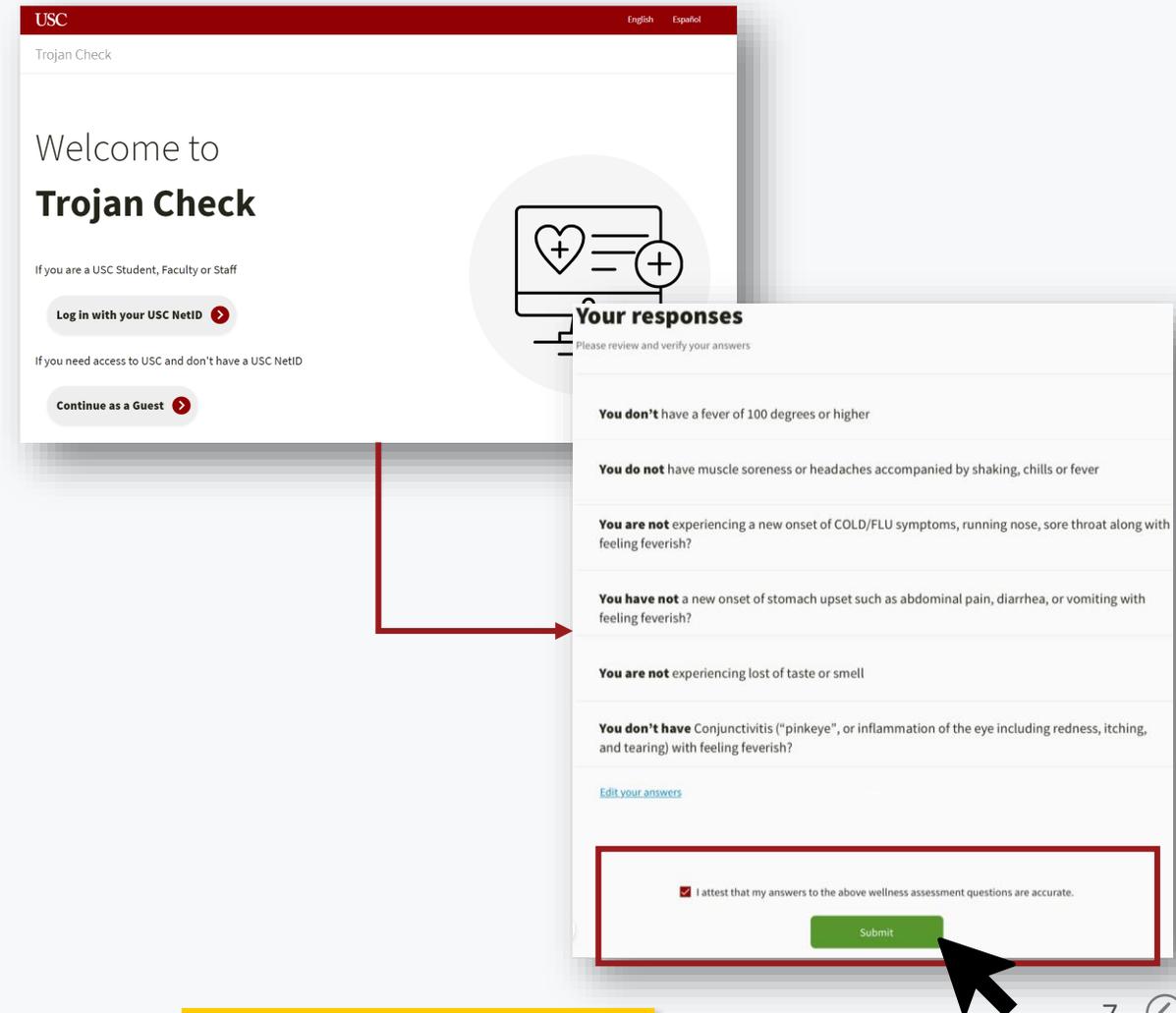
COMPLETING THE ASSESSMENT

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



STEP 3: TROJAN CHECK APPLICATION - WELLNESS CHECK



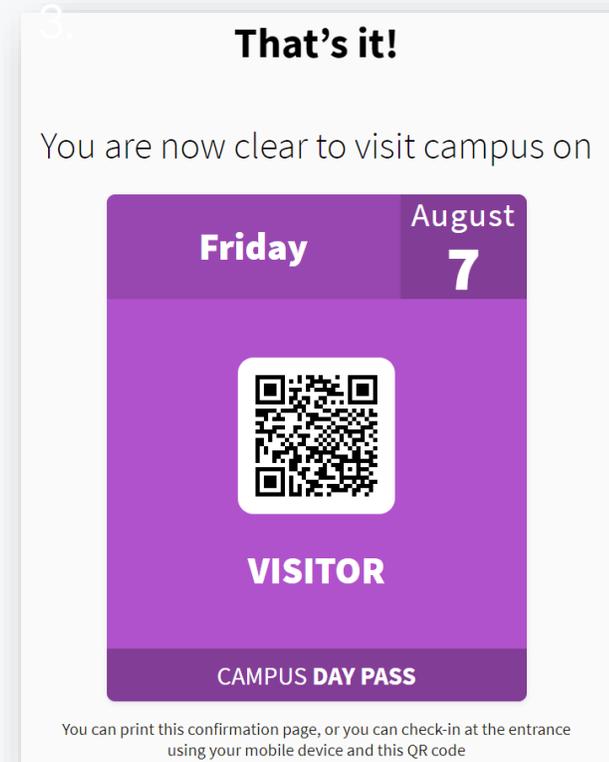
DAY PASS

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.

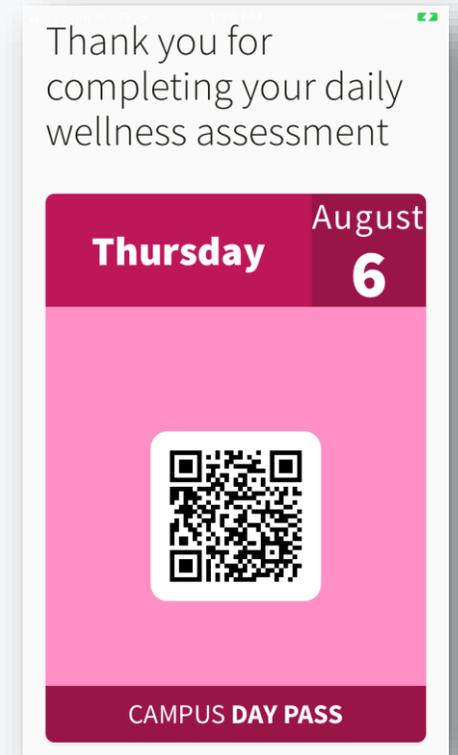


PRESENTING A PASS ON CAMPUS

Upon arrival to campus, you will present this pass at a campus entry point. You may either print the pass from a desktop computer or use the QR code on a mobile device.



Computer browser



Mobile

STEP 4: TROJAN CHECK APPLICATION – REQUEST 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



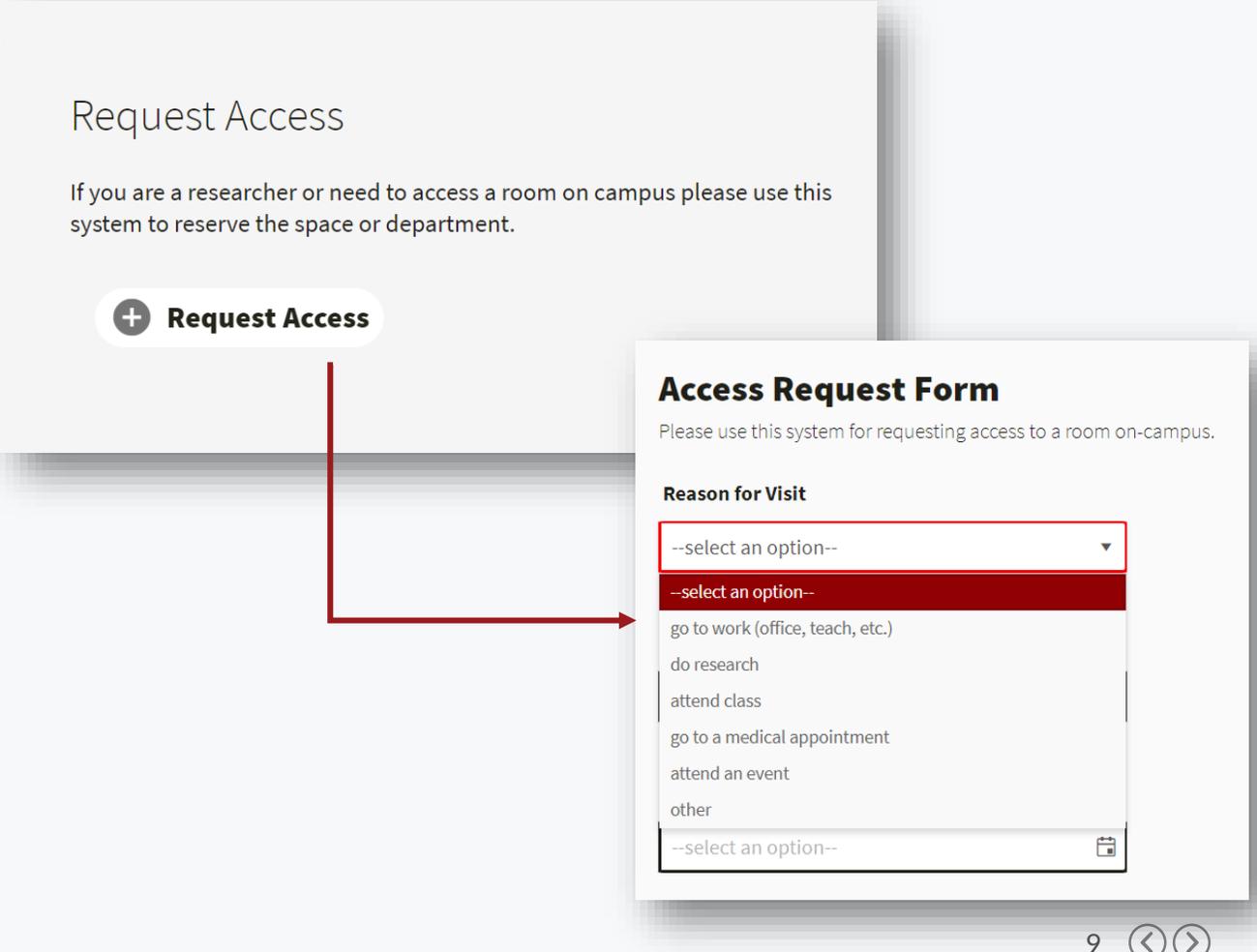
SUBMIT REQUEST

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



Request Access

If you are a researcher or need to access a room on campus please use this system to reserve the space or department.

+ Request Access

Access Request Form

Please use this system for requesting access to a room on-campus.

Reason for Visit

- select an option--
- select an option--**
- go to work (office, teach, etc.)
- do research
- attend class
- go to a medical appointment
- attend an event
- other
- select an option--

STEP 5: 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

Request Access

If you are a researcher or need to access a room on campus please use this system to reserve the space or department.

[+ Request Access](#)

Upcoming Reservation

Friday, July 10

7:00 PM - 8:30 PM

ACB 201 - Ahmanson Center For Biological Research - OFFICE

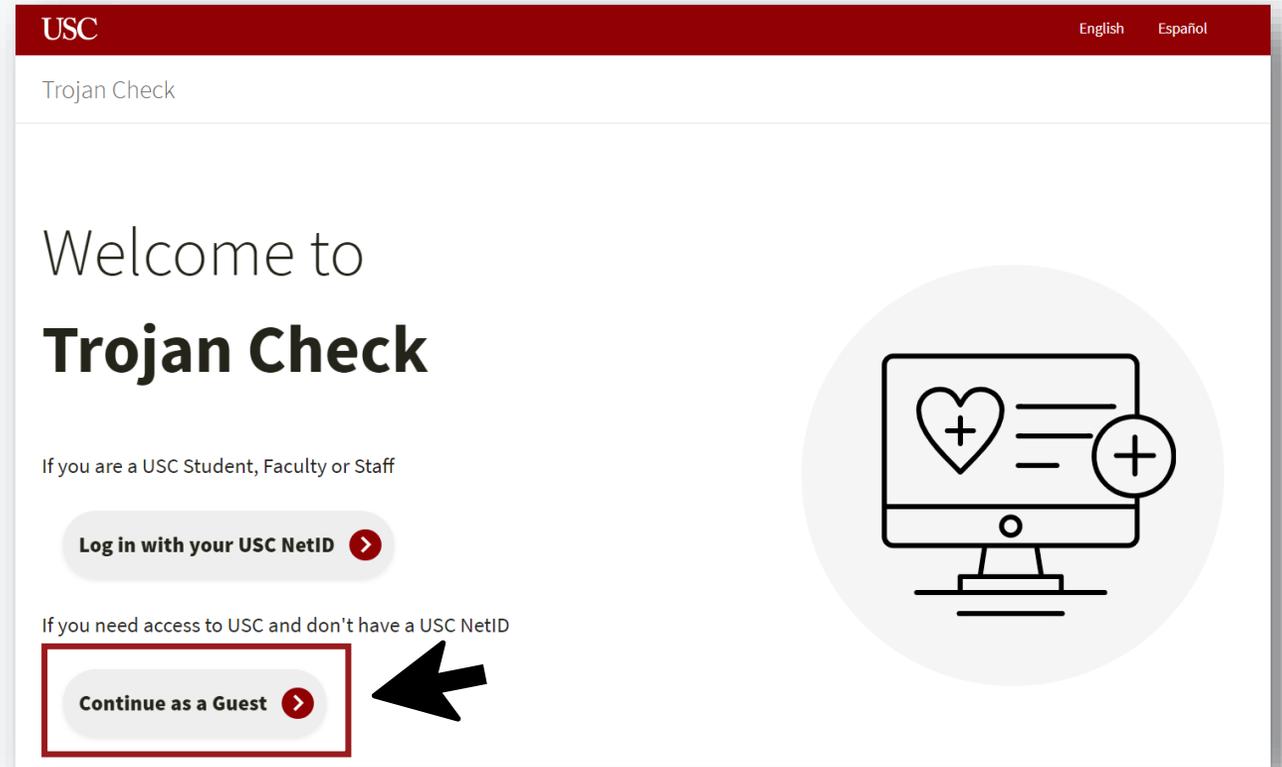
[Cancel](#)

[Check in](#) [Check out](#)

TROJAN CHECK APPLICATION - GUEST ACCESS

CAMPUS GUESTS, VISITORS AND VENDORS

- Guest access is required for guests, visitors and vendors who do not have USC credentials.
- Employees will need to inform guests/visitors/vendors that they must access Trojan Check as a Guest, complete the wellness check, and get a pass before coming to campus.
- Guests will need to present a printed pass or digital image of the pass at a campus entry point.
- USC employees should refer guests to the Guest Access video on the Keep Teaching or Keep Working website for instructions.



The screenshot shows the Trojan Check application interface. At the top, there is a red header with the USC logo and language options for English and Español. Below the header, the page title is 'Trojan Check'. The main content area features a large heading 'Welcome to Trojan Check'. Underneath, there are two options for login: 'Log in with your USC NetID' and 'Continue as a Guest'. The 'Continue as a Guest' button is highlighted with a red rectangular box, and a black arrow points to it from the right. To the right of the text, there is a circular icon containing a computer monitor with a heart and a plus sign on the screen, and another plus sign in a circle to the right of the monitor.

UPCOMING **KEY ENHANCEMENTS**



LANGUAGE OPTIONS

Support for Mandarin is coming soon.



WELLNESS CHECK QUESTIONS

USC will continue to update wellness check questions according to CDC guidelines.





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!**



USC University of
Southern California

