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

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

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

WELLNESS ASSESSMENT
✓ Complete Assessment
✓ Confirmation of cleared status

HEALTH SCREENING

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

SCHEDULING & CHECK IN/OUT

REPORTING & NOTIFICATIONS
✓ Operational & Incident Reporting
✓ Manager Awareness
✓ Departmental Reports
✓ HR Reports
✓ Daily Email confirmation
**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.

- A Spanish version of this course will be available in TrojanLearn.

[TrojanLearn.usc.edu](http://TrojanLearn.usc.edu)
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.
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.

Trojancheck.usc.edu
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.
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

*Reservations are currently required for researchers. Optional for others.
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
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.
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://Keepeteaching.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