



Envoy Protect **Beta**

Welcome employees to your office with confidence

Give your team the tools they need to safely welcome employees to your workplace.



Manage who comes in the office

Take control of who comes on-site with an invite-only policy. Have employees register to come in each day and approve their entry before they arrive.



Prevent the spread of germs

Make sure employees are healthy and clear to come on-site with daily wellness checks—and welcome them with a touchless sign-in once they arrive.



Avoid overcrowding

Set capacity limits that automatically prevent employees and visitors from checking in when you reach your limit to ensure social distancing regulations are met.

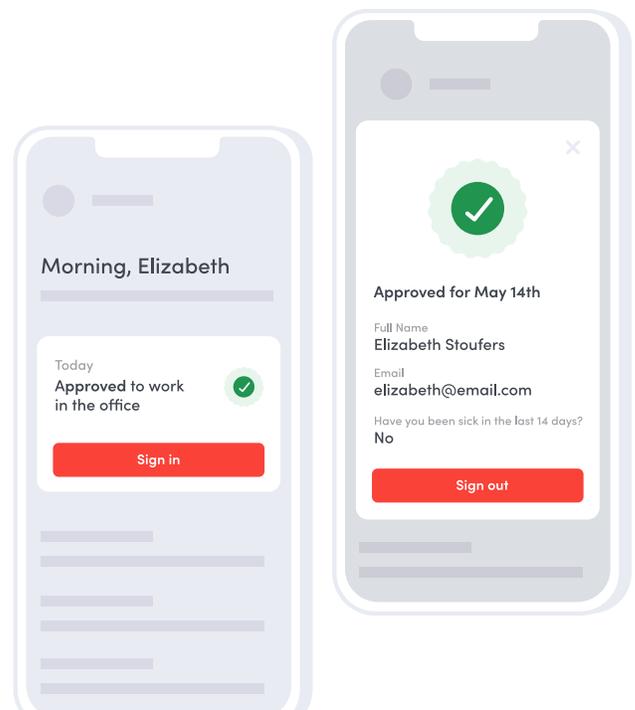
Keep your employees safe and healthy

Schedule and approve employee visits to the office instead of having an open-door policy.

Have employees complete a wellness check in advance to ensure that everyone is healthy before they come on-site.

Manage and keep tabs on the capacity of people in your workplace to ensure social distancing regulations are met.

When it's time to come to work, prevent the spread of germs with a touchless sign-in using Envoy Mobile.



How to use Envoy Protect to safely manage employee registration

Use Envoy to schedule when employees can come on-site, confirm they're healthy ahead of time and automatically manage the capacity of your space.

Step 1: Require that employees register to come into work

Employees can register and check in for work each day via Envoy Mobile. They'll get notified whenever they're approved to go into the office.

Step 2: Perform wellness checks

During check-in, employees will complete an email questionnaire to share critical information with your team to make sure they're clear to come on-site. These could be questions like "Have you had flu-like symptoms in the past 24 hours?" or "Have you traveled internationally in the past 2 weeks?"

Step 3: Set up rules

Automatically deny entry to employees who do not qualify to enter your space and inform admins of any issues. Set up alerts using [rules](#) to instantly let them know they won't be able to come on-site and notify your team if an employee is unwell.

Step 4: Create a touchless sign-in

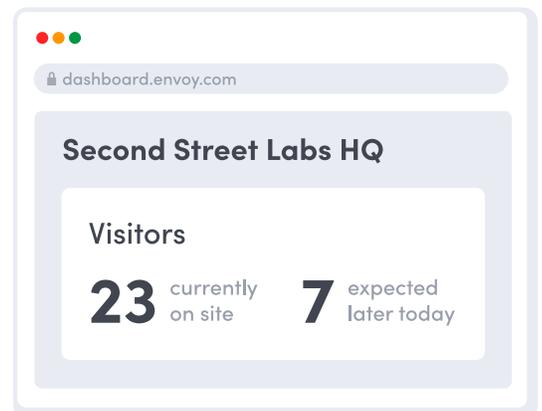
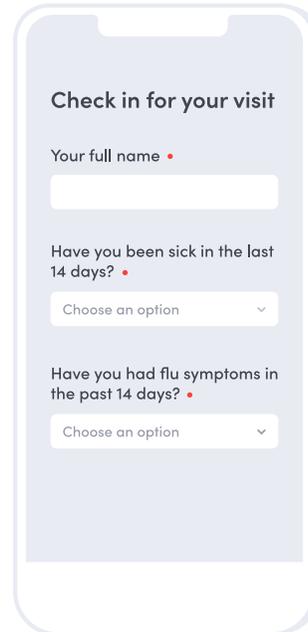
When it's time to come to work, employees use Envoy Mobile to sign-in. Because they're already registered, employees can sign-in without touching anything when they arrive.

Step 5: Manage capacity

Set capacity limits so that you can automatically stop employees and visitors from being able to sign-in when you reach capacity to ensure social distancing regulations are met.

Step 6: Have employees sign out

At the end of their time in office, employees will sign out to give your team accurate data on how many occupants you have in your space.



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