

Envoy Visitors

Promote a healthy workplace with employee sign-in

Know how many people are in your office and make sure only healthy employees enter your workplace.



Screen employees before they come in

Limit the exposure of your entire office by making sure employees are healthy and meet certain criteria before they come to the office.



Control the flow of office traffic

Enforce employee office shifts and regulate how many people come into the office each day with an invite-only policy.



Enforce occupancy limits

Keep count of how many people are on-site at any one time—be they employees, visitors, or contractors so you can prevent overcrowding.

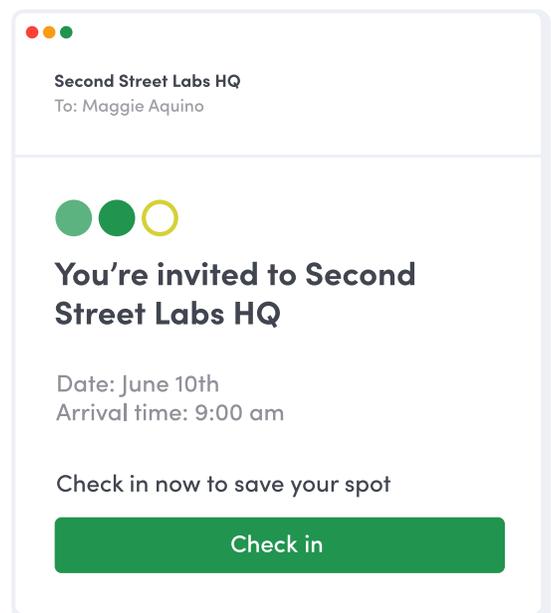
Welcome employees, safely

Schedule employee visits to the office. Instead of having an open-door policy, pre-register employees who are welcome on-site and send them an email invitation to let them know they can come in.

Require that employees check in ahead of their visit. Get an accurate count of how many people will be in your office each day so you can plan ahead or intervene if it's over capacity.

Send a questionnaire to complete in advance. Ask employees how they're feeling when they check-in. If they pose a risk, you'll receive an alert so you can make alternate plans.

Keep tabs on workplace capacity throughout the day. See at a glance how many people are in your office at any one time and regulate the flow of traffic if needed.



How to manage employee office visits with Envoy

Use Envoy to schedule when employees can visit the office, confirm they're healthy ahead of their visit, and keep a log of who's in the office at any one time.

Step one

Create a new visitor type for employees.

Step two

Add screening questions to your new sign-in flow. These could be questions like "Do you plan to come to the office tomorrow?" or "Have you had flu-like symptoms in the past 24 hours?"

Step three

Turn off host notifications and remove all other unnecessary sign-in steps, such as legal document signing, photo capture, and badge printing.

Step four

Pre-register the employees who are authorized to visit the office. Quickly pre-register many people at once by uploading a spreadsheet of employees' names. Send an email invitation to let these employees know they're expected and prompt them to check-in.

Step five

Set up alerts using the [block list](#) to instantly notify your team if an employee is unwell or doesn't plan to come in, so you can take action quickly.

Step six

When employees arrive, prompt them to sign in at your front desk on the Envoy kiosk or using a [touchless sign-in](#).

Step seven

Keep an eye on the visitor log or home page to see how many people are in your office so you can prevent overcrowding.

Want to learn more?

Contact our team to learn how Envoy can help you stay safe during and beyond the times of a global health crisis.

Schedule visit

Visitor type

Employee

	Full name	Time	Date
1	Maggie Aquino	9:00 am	June 4
2	Darrel Yates	9:00 am	June 4
3	Maria Lee	9:00 am	June 4
4	Jacob Thomas	9:00 am	June 4
5	Mark Conrado	12:00 pm	June 4
6	Quinn Barnes	12:00 pm	June 4
7	Sofia Fitzroy	12:00 pm	June 4
8			
9			
10			



dashboard.envoy.com

Second Street Labs HQ

Visitors

23 currently on site

7 expected later today