Covid-safe 'contactless' sign in and sign out system for squash & racquetball venues

Case Study: Squash Logic Melton

For the first lock down period we implemented a contactless sign in/sign out system using QR codes.

It makes it easy for us to be covid compliant in terms of recording patron details for contact tracing purposes if needed, and also provides a safer method for patrons to provide their details.

How does it work?

We created two unique QR codes – one for signing in on arrival and the other for signing out on departure.

The QR codes are printed and displayed at different locations in the entry foyer so that multiple people arriving at the same time are socially distanced to be able to scan and complete the form.

Patrons use their smartphone camera (or can download a free QR code reader app) to scan the QR code which opens a google form. They complete the online form, providing the necessary information for contact tracing and submit it.

Their details are captured in a google sheet which is automatically time stamped when they submit the form.

What if patrons don't have a smartphone?

For patrons without a smartphone or phones without QR code scanning capability, we have a tablet available at reception (android or ipad – doesn't matter) that has a shortcut to each sign in and sign out online form.

A box of alcohol wipes is located with the tablet to wipe it down before and after each use.

Benefits of using a QR code sign in/sign out system versus paper/pen system:

- Patrons are not sharing pens
- Staff are not having to constantly clean used pens for next use
- Completing the online form is quicker than writing details out by hand
- Patrons can scan the QR code and then move away from the QR code poster to complete their form to ensure social distancing is maintained – no big queue to wait for the one paper recording sheet.
- Digital sign in/sign out makes it easy to provide necessary information to authorities in a timely fashion if contact tracing was required
- Privacy laws are not breached - no patron sees the details of any other using our system. When a paper recording sheet it used, each patron can see the details of anyone else who has signed in before them which breaches the Privacy Act.

What you need:

- A gmail account (free)
- Google 'Forms' (free) to set up the sign in and sign out questions to capture patrons information
- QR code generator website - to create your unique sign in and sign out codes. Try either of these sites which are free and easy to use:

   https://www.the-qrcode-generator.com/

   or

   https://www.qr-code-generator.com/

- A printer – to print your QR codes
- A device at the venue with internet access (tablet is best) – for use by patrons without a smartphone that can't scan the QR codes. We used an old iPad mini that isn't good for much else except connecting to the wi-fi at our venue! You can pick up old second hand devices on gum tree or check with local schools who might be upgrading their iPads and prepared to sell old ones cheaply. Even an old phone with wi-fi connection will do the trick.
- Internet connection at your venue – for the users of the tablet you provide
- Alcohol wipes – to wipe down the tablet screen or laptop keyboard/mouse after use (Chemist warehouse stocks these)

Still not sure how this all works? Watch this video to see how easy the process of signing in is:

https://drive.google.com/file/d/1uaBplKSEzvC10jFM88h_VIJP2Rq2WS5b/view?usp=sharing

Need support?

Karen Cagliarini is happy to assist any club/venue to set this system up. Contact her on: 0409 526 224 or karen.cagliarini@gmail.com