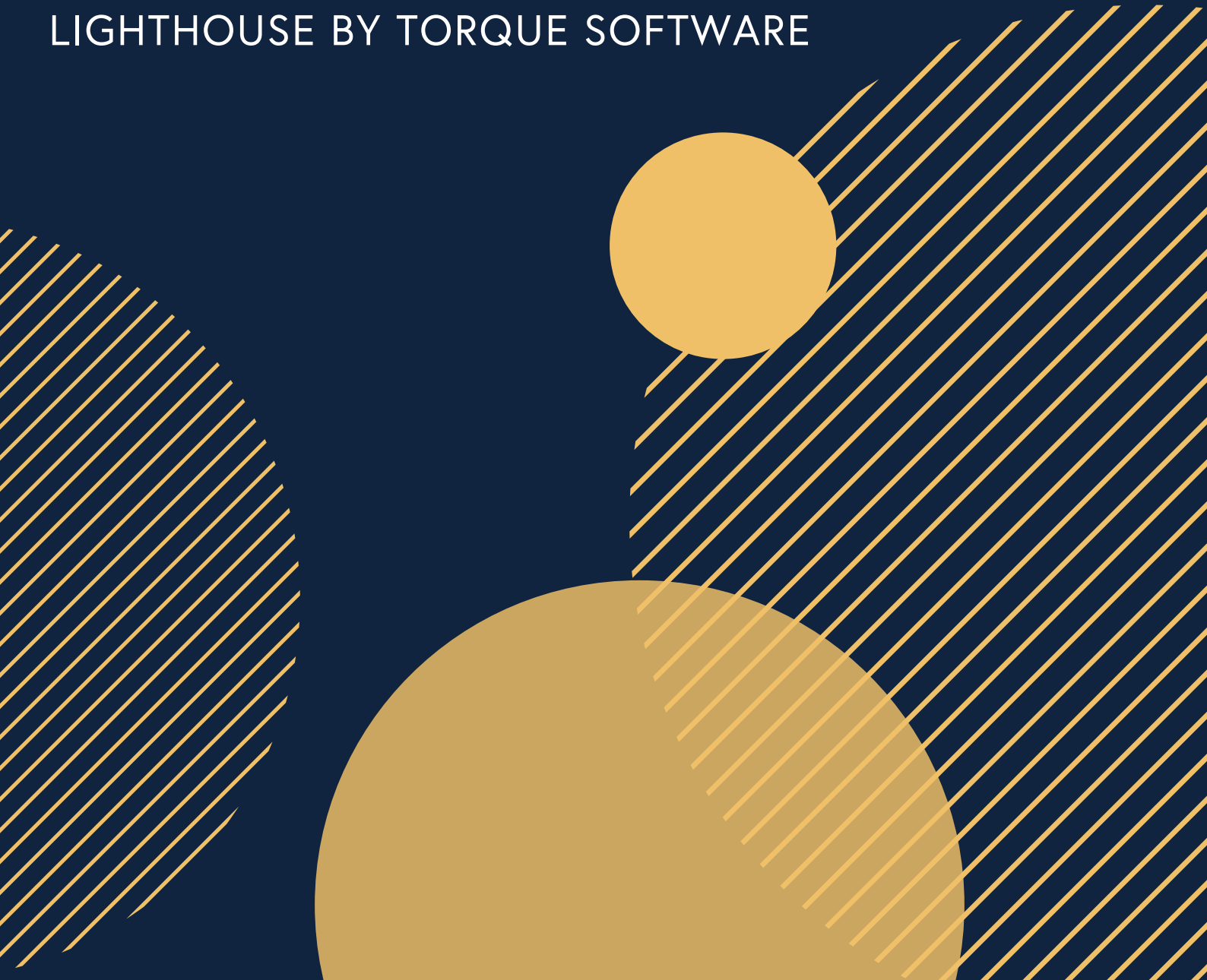


**TORQUE**  
SOFTWARE

# COVID-19 MANAGEMENT SUITE

LIGHTHOUSE BY TORQUE SOFTWARE



# OUR COVID SUITE OFFERING

## ABOUT LIGHTHOUSE

Lighthouse is a commercial-off-the-shelf software system. It is designed to assist organisations (across all industries) in meeting their legislative and regulatory obligations to achieve better practice in areas of Risk, Governance, Compliance and Assurance.

With the growth of COVID-19 in our community, Lighthouse has introduced the 'COVID-19 Management Suite'. In conjunction with COVID reporting requirements, this suite enables organisations to easily manage RAT/PCR test results, working arrangements, visitor access and vaccination statuses of staff in one easy-to-use and safely secured system. The suite provides a single repository for all COVID related information, enabling a single source of truth for all reporting and data visualisation.

The COVID-19 Management Suite includes:

1

### VACCINATION STATUS REGISTRY

This registry records the COVID vaccination statuses of staff.

2

### RAPID ANTIGEN TEST (RAT)/PCR TESTING REPORT

The RAT/PCR Testing Report captures and reports on all COVID test outcomes across an organisation.

3

### VISITOR MANAGEMENT

Visitor Management enables the secure administration and oversight of visitors who come/go from the office environment.

4

### REMOTE WORKING AGREEMENT REQUEST

This is an approval form staff complete prior to gaining permission to work from home or another location away from entity premises.

# BENEFITS OF THE COVID SUITE

## VACCINATION STATUS REGISTRY

The benefits of this registry includes:

- Simple and efficient mechanism for staff to report their vaccination status
- Captures essential information such as vaccination dates
- Facility to upload vaccination certificates
- Automated reminders for critical actions (e.g. reminder when next vaccination is due)
- Comprehensive adhoc and/or scheduled reporting.

## RAPID ANTIGEN TEST (RAT)/PCR TESTING REPORT

The benefits of this testing report includes:

- Simple and efficient mechanism for staff to report the outcomes of each COVID test they undertake (negative and positive)
- Captures essential information such as the date of test and type of test used
- Includes a declaration from the staff member
- Comprehensive adhoc and/or scheduled reporting.

## VISITOR MANAGEMENT

The benefits of visitor management includes:

- Simple and efficient mechanism for staff to have oversight of who is entering/exiting their organisation
- Captures essential COVID screening information e.g. temperature check, interstate travel, time of entry/departure
- Creates a visitor profile for regular visitors making check in simple and easy
- Comprehensive and powerful reporting options - both on demand and scheduled/automated.

## REMOTE WORKING AGREEMENT REQUEST

The benefits of this remote working agreement includes:

- Simple and efficient mechanism for staff to request a remote working/work-from-home agreement
- Captures essential information to verify that minimum WHS and security standards are satisfied
- Direct links to organisation policy and workflows to relevant reviewers/approvers
- Automated reminders prior to expiration of an agreement
- Comprehensive adhoc and/or scheduled reporting.

# EXAMPLES

The RAT/PCR Report interface.

**Rapid Antigen Test Report**

**Purpose**  
The purpose of the Rapid Antigen Test Report is to allow you to report the results of your Rapid Antigen Test as required by your employer.

**Privacy Statement**  
By completing and submitting the Rapid Antigen Test Report (the Report) you consent to the collection of all personal information, including sensitive information, contained in the Report.  
Your personal information will only disclosed to other persons or organisations where required by law, and only where the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988 (Privacy Act)*. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

**Instructions**

1. Complete all fields in the Report.
2. Upload a photograph of the RAT.
3. Complete the declaration.
4. Click the "Submit" button.



**Declarations**

Please upload a picture of your workstation at the remote working site (required)  
Please only use common picture file extensions such as .jpg, .gif, .tiff, .png

**No uploaded files.**

Browse... Remove

The remote working agreement request ensures staff working remotely adhere to workplace WHS, they must upload a photo of their workstation to ensure it complies with the organisations remote working policy/agreements.



Authorised users can generate reports to view the submitted data in real time.



**Reports**

Select your report.

Dashboard Manager	Standard Reports ▾
Dashboards	Report Builder



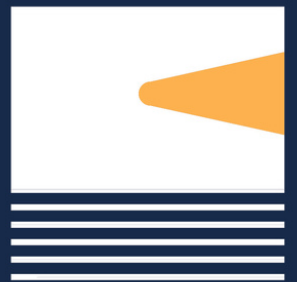
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