

What is ReturnSafe?

We are pleased to announce that we have chosen [ReturnSafe](#) as our partner to keep you and the South Texas College of Law Houston community safe as we get through the COVID-19 pandemic together. The ReturnSafe app is a user-friendly and efficient alternative to paper screening surveys, and provides contact tracing, enabling us to notify you if you come into contact with a suspected COVID-19 case. This will allow us to better prevent and contain outbreaks to keep our community safe and maintain continuity.

How to use ReturnSafe

Installation

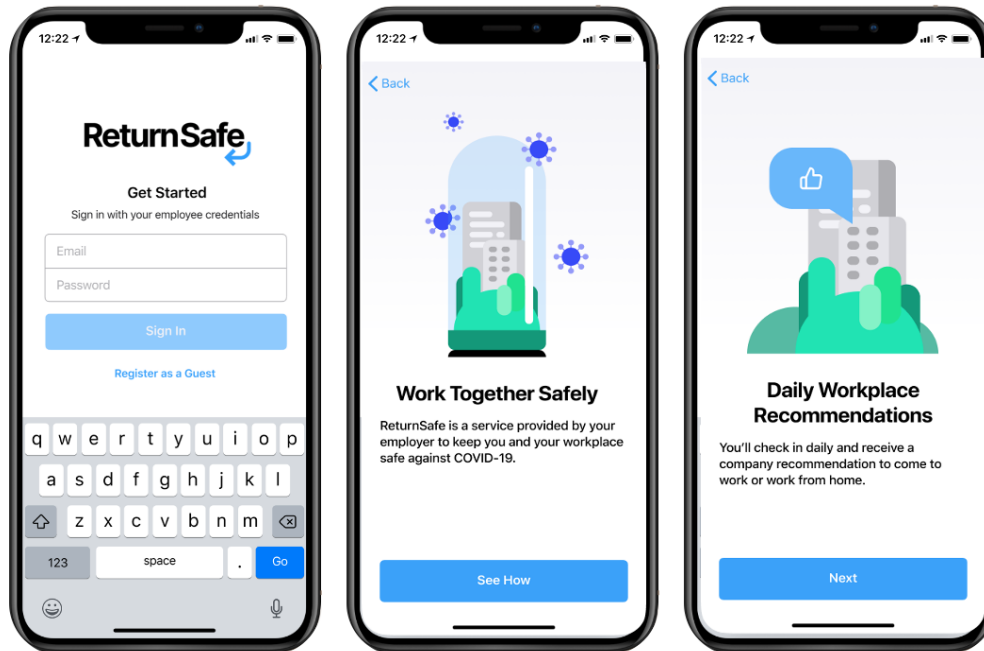
- **Android users:**
 - Install the ReturnSafe app from the [Google Play Store](#).
- **iPhone users:**
 - Visit <https://tinyurl.com/ReturnSafeiOS> in your iPhone browser, and click Install.
 - Once ReturnSafe is installed, tap Settings > General > Profiles or Profiles & Device Management.
 - Under the "Enterprise App" heading, you see a profile for Mutual Mobile. Tap Mutual Mobile and then Trust Mutual Mobile.

Initial Login & Setup

- Open the app and enter the following Code: **stcl**
- Sign in with your name, cell phone number, and South Texas College of Law Houston email address

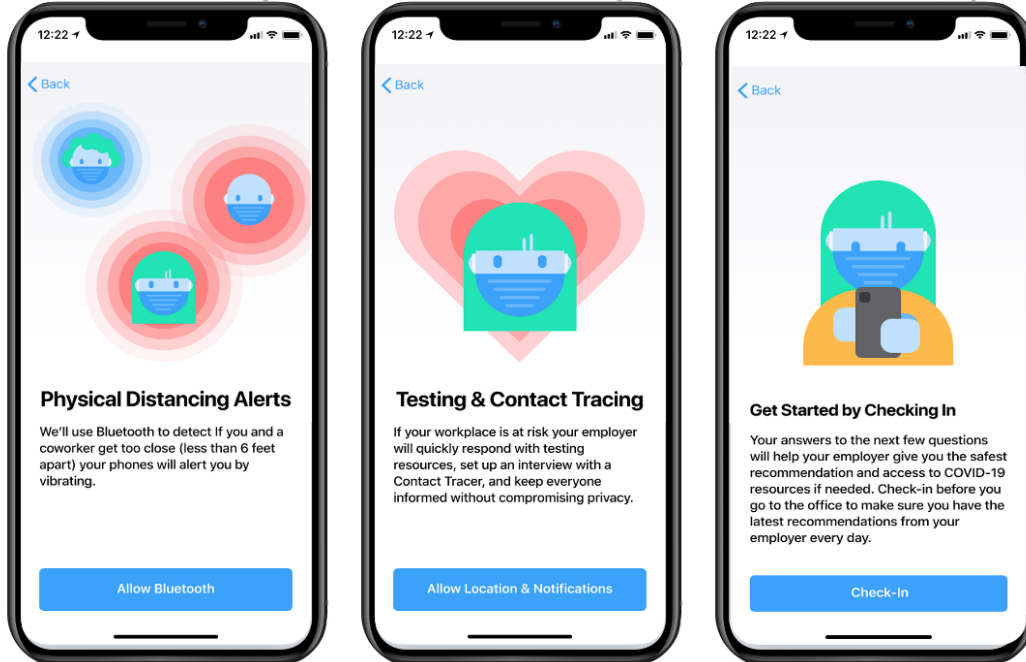
The first time you sign into the ReturnSafe app there is an onboarding process. You will be taken through a series of screens explaining the app and requesting app permissions.

As shown below, the welcome flow includes the login screen and a brief description of the app and the daily workplace recommendations.



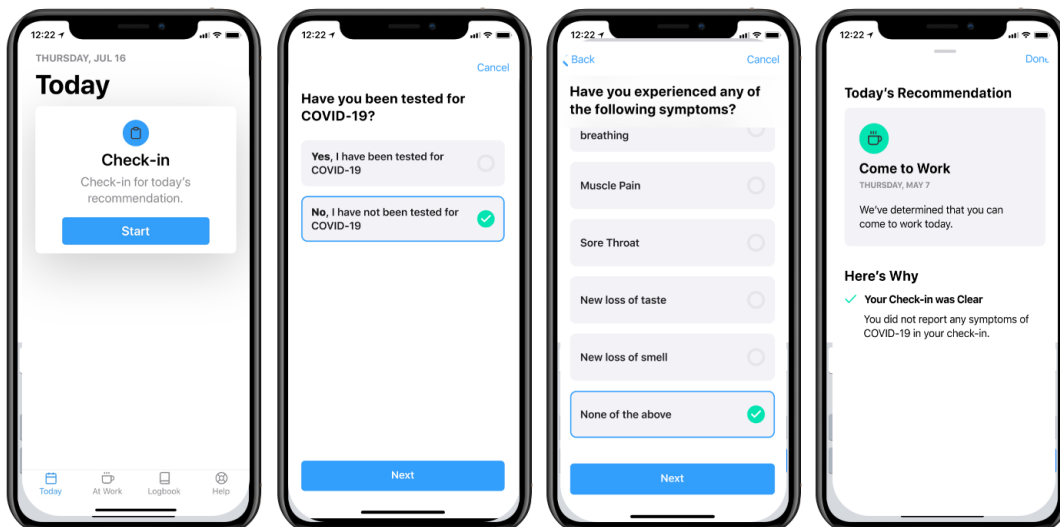
App permissions are necessary to activate Bluetooth, Location Services and Notifications.

- Location services are used to create a geofence around the building or campus to track contact with others only while on campus. It will turn-off tracking once you leave the geofence.
- Bluetooth is used for tracking physical contact with others while on campus. It works in the background to track your connections within 6 feet to enable contact tracing should a coworker show symptoms or test positive. As a gentle reminder to maintain physical distance, you will also receive an alert when you have contact with a community member within 6 feet for longer than a minute. **iPhone users: Please open your app each time you are in close proximity to others to ensure Bluetooth tracing is active - iPhones tend to automatically close apps using Bluetooth in the background after a certain period of time.**
- Notifications will be used to send you reminders and other communications.



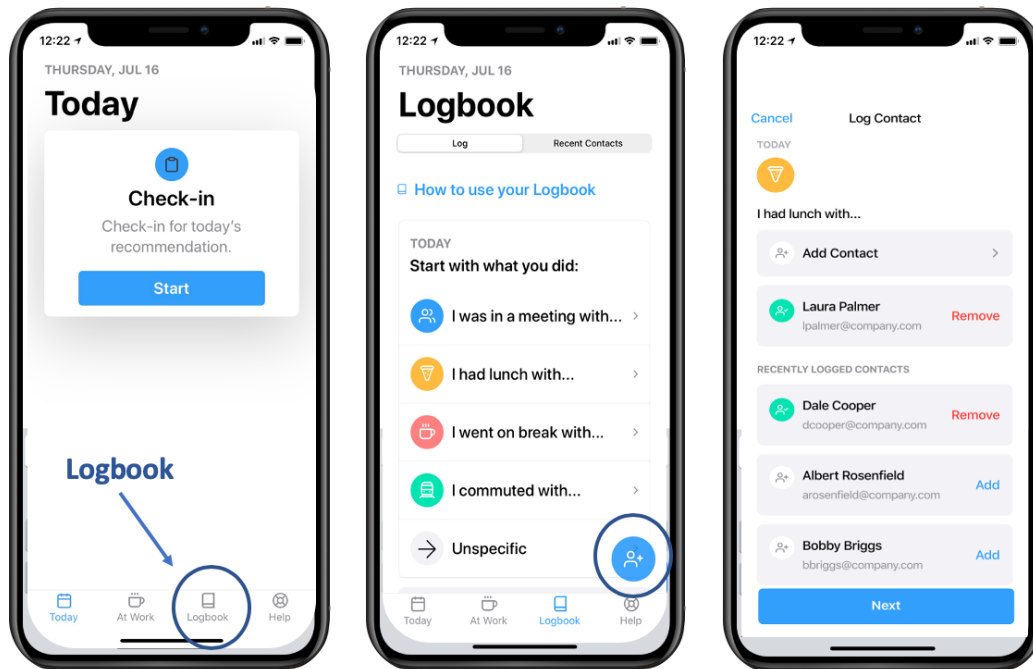
Screening survey

Prior to coming to campus, every student, faculty, and staff member is required to complete the Daily Check-in to receive the latest recommendations based upon your survey response. The survey should take less than 1 minutes to complete. Upon completion of the survey you will receive guidance on whether to come to campus or to contact your medical provider.



LogBook

In addition to using Bluetooth tracking, the app provides a manual LogBook for you to add contacts. Please log contacts if you are meeting in person with another member of the South Texas College of Law Houston community, or are otherwise in contact with them for a prolonged period of time. You can add a new contact or choose from a list of previous contacts.



Contact Tracing

When a community member has tested positive for COVID-19, the South Texas College of Law Houston contact tracing team can use ReturnSafe to begin the contact tracing process. Because the app has been tracking contact via Bluetooth, the contact tracing team will immediately get the list of people potentially exposed and will reach out to each individual to recommend staying home, isolating and contacting their Doctor. The name of the person who tested positive will not be shared.

Your Privacy and Security FAQ

Your privacy is important to us and to ReturnSafe. Below are Frequently Asked Questions. If you have any additional questions, please contact Lauren Devore (ldevore@stcl.edu or 713-646-1828).

What personal information are you storing and where?

- First name, last name, email/phone used to log in
- Screening recommendations and contacts are stored and accessible only to designated South Texas College of Law Houston admins strictly for contact tracing purposes
- Specific screening survey answers are stored as per government audit requirements, and are only visible to designated administrators

How are you securing the data?

Any data captured by ReturnSafe is stored in an encrypted, HIPAA and SOC2 Type II compliant data store, and is accessible only to designated South Texas College of Law Houston administrators.

Do you have rules for sharing the data with third parties?

We do not share data with third parties.

What location data is being tracked and where is it being stored, on the phone or in the cloud?

Location data is only used for geo-fencing purposes, so that contact logging is limited to the workplace. ReturnSafe will not track your contacts outside of designated office locations.

Will I have to login every day or does the app remember me?

After the initial login sequence, you will remain logged into the app. You will need to open the app each day before you go into campus to enable contact logging. Opening the app to complete the screening survey fulfills this requirement. Whenever possible, please open the app when you are in close contact with others, to maximize the effectiveness of automated bluetooth contact logging.