



Case Study: COVID-19 Reporting Tool

netlogx™

CHALLENGE

The Etica Group is a woman-owned business that provides architectural, engineering, building envelope consulting, construction inspection, and surveying services throughout Indiana and various neighboring states. Considered an essential service during the 2020 COVID-19 state of emergency, the Etica Group needed a way to create, consolidate, and store vital safety information related to COVID-19 protocols for its employees and clients.

PROBLEM

While the Etica Group did its due diligence in communicating the various safety policies to staff, it did not have a repository that documented all the steps that were taken. Because of differing local ordinances and having offices located in different counties, it was necessary to document the adherence to various and fluid standards at the federal, state, county, and local levels.

SOLUTION

netlogx created a COVID-19 Reporting Tool to help companies organize all the COVID-19 requirements needed to keep their team members and clients safe and document the resulting supporting evidence to prove the organization was compliant.

The database tool laid out all possible safety regulations that were issued by the Occupational Safety and Health Administration (OSHA), the Centers for Disease Control (CDC) and other federal, state, and local government entities. Simple checkboxes guided the client and clearly showed if or when the documentation, such as a mandatory company communications plan, was completed.

"The COVID-19 Reporting Tool from netlogx helped our organization ensure that we are following the COVID-19 safety guidelines as outlined by state and local entities. With all the information in one place and easy to access, it offers one more layer of protection for the company and employees."

Barb Box, Office Manager at The Etica Group

ADVANTAGES

- Consolidated information and documentation into a single source of truth
- Increased operational efficiency through process improvement
- Reduced risk of legal exposure through well documented and executed policies, processes and procedures
- Offered a proactive solution for any future requirements or requests for supporting evidence

RESULT

As a result of netlogx consulting services and its COVID-19 Reporting Tool, the Etica Group can now print comprehensive reports for any regulatory organization, including its insurance agency, conducting oversight activities. Business insurance agencies were especially interested in an organization's efforts to reduce risk to employees and clients during the pandemic. This report can help demonstrate compliance and may reduce the risk of higher premiums. The process of compiling this kind of information also allowed for increased client awareness of current and possible future regulations. Subsequently, the Etica Group can look ahead and plan for various scenarios without the added pressure of searching for documentation.

"The reporting tool is an ongoing collector of information and will boost any efforts we may have to face in the future. We will be ahead of the curve rather than scrambling at the last minute."

Barb Box, Office Manager at The Etica Group

Highlights

- The process of using the tool laid out a roadmap for the efficient processes of meeting, documenting, and reporting requirements.
- The format of the COVID-19 Reporting Tool can continue to be used as any new requirements become available.
- Ensuring all safety regulations are met protects team members and makes them feel at ease when working in offices.

"One of the biggest benefits of working with netlogx is the personalized attention our organization received. The consultants were helpful and even went the extra mile and came to our office to answer our questions in person."

Barb Box, Office Manager at The Etica Group