How to Build a Workplace COVID-19 Screening Form using Google

If you have any questions, please reach out to Alex Piccini at OHBA (apiccini@ohba.ca or 416-949-2706)

1. Ensure you have a @gmail.com email account or other email with access to the Google Forms application.
2. Go to Google Forms and select "Blank" under Start a New Form (top left-hand side)
3. Add the following text:
   a. Form Title: Workplace COVID-19 Screening Form
   b. Form Description: The following questions must be answered and submitted by all personnel before being permitted to enter the jobsite.
4. Set form to collect valid email address under the setting icon (gear shape icon in top right-hand corner) – click "settings" – under the General tab, select the box that says "Collect email addresses" – click "save"

5. Select the first question and input the following text under 'untitled question' : "Do you have any of the following new or worsening symptoms or signs? Symptoms should not be chronic or related to other known causes or conditions. If you have any of the

following symptoms, you should NOT enter the jobsite, contact the site super for further instructions."

6. Next, set the first question to "checkboxes" by changing the selection in the dropdown menu in the top right-hand side.

7. Add the following symptoms as checkboxes beginning with 'option 1' and ending with NONE OF THE ABOVE as the final checkbox option. This copies exactly what is required by the Ministry of Health to ensure proper H&S protocols are being followed.
Make sure the question is set to "required" in the bottom right-hand corner

☐ Fever or chills   ✕

☐ Difficulty breathing/shortness of breath   ✕

☐ Cough   ✕

☐ Sore throat/trouble swallowing   ✕

☐ Runny nose/stuffy nose or nasal congestion   ✕

☐ Decrease or loss of smell or taste   ✕

☐ Nausea, vomiting, diarrhea, abdominal pain   ✕

☐ Not feeling well, extreme tiredness, sore muscles   ✕

☐ NONE OF THE ABOVE   ✕

☐ Add option or add "Other"

8. To add another question, select the + button on the right-hand side moving side bar. It is the one that scrolls down the page as you go through the form. This will create a second question for the form. As before, you will add in text, but this time set it as a multiple-choice response, with the only answers being "yes" or "no". Use the following text for the question, "Have you travelled outside of Canada in the past 14 days? If yes, you

should NOT enter the jobsite, contact the site super for further instructions." Ensure the question is set to "Required".

9. To add the final question, select the + button on the moving side bar on the right-hand side. It is the one that scrolls down the page as you go through the form. This will create a third question on the form. As before, you will add in text, and set it as a multiple-choice response, with the only answers being "yes" or "no". Use the following text for the question, "Have you had close contact with a confirmed or probable case of COVID-19? If yes, you should NOT enter the jobsite, contact the site super for further instructions." Ensure the question is set to "Required".

10. Ensure form settings are set to the following, by clicking on the gear icon 'settings' on the top right-hand side of the page:

☑ Collect email addresses

☐ Response receipts ⦵

Requires sign in:

☐ Limit to 1 response

Respondents can:

☐ Edit after submit

☐ See summary charts and text responses

✕ Settings   Save

General   Presentation   Quizzes

☐ Show progress bar

☐ Shuffle question order

☑ Show link to submit another response

Confirmation message:

Your response has been recorded.

✕ Settings   Save

General   Presentation   Quizzes

⬤ Make this a quiz
    Assign point values to questions and allow auto-grading.

Quiz options

Release grade:

◉ Immediately after each submission

○ Later, after manual review
    Turns on email collection

Respondent can see:

☑ Missed questions ⦵

☑ Correct answers ⦵

☑ Point values ⦵

Make sure to click save

11. Go back to the top of your form, select the first question and click on "Answer Key" in order to "choose correct answers". Select "NONE OF THE ABOVE" as the only correct answer and click done. Go to the second question, click on "Answer Key" and select "No" as the only correct answer and click done – go to the third question and click on

"Answer Key" and select "No" as the only correct answer and click done.
This is so that when responses are collected, they will be categorized into correct and incorrect answers. With COVID-19, if you selected any of the symptoms in question one, or clicked yes for question 2 or 3, would be collected as "incorrect" meaning you should not enter the jobsite. If someone answers – none of the above, no, no – they would be collected as "correct" meaning they would be allowed on jobsite

12. Select "Send" and select "shorten URL" link on your new Google Form. Copy the shortened URL. You will then embed this in the QR code (in the next step) which you can print and have available at the jobsite for all personnel to scan and fill out the form.


13. Now that the form is complete, you can create a custom QR code for the workforce to scan with their phones to access the form each time they are onsite. Go to QR Code Monkey. Copy the URL and enter it into "Enter Content".

14. Add a custom logo if you want. (OPTIONAL).

15. Select "Create QR code". You now have a QR code you can print and make available onsite. Anytime someone comes onsite you simply have them scan the QR code with their phone and fill out the form.
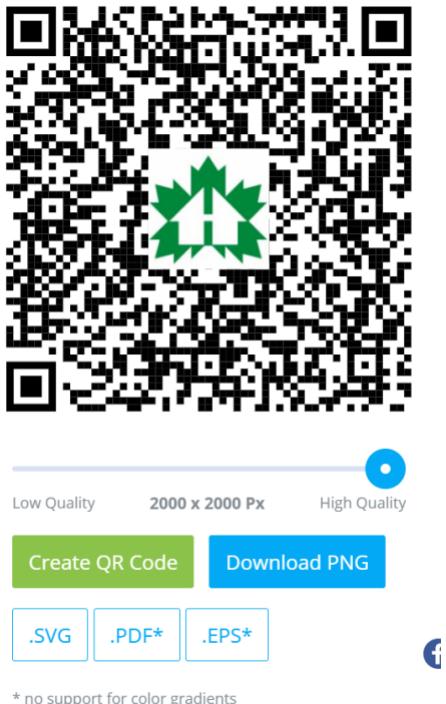
16. You can now review each individual response by going back to your Google Form and see if anyone responded with symptoms or "Yes" to any of the questions. If an incorrect response is collected, it is flagged here for the member to follow up.

All changes saved in Drive

Questions **Responses** 2

Total points: 0

2 responses

Accepting responses ⬤

Summary   Question   Individual

Insights

Average	Median	Range
0 / 0 points	0 / 0 points	0 - 0 points

Total points distribution

2