COVID-19 Attendance Record Keeping System (using Microsoft Forms)

Instructions for Businesses and Community Settings

Setting up your own Record Keeping Form

1. To access the Microsoft Forms '**COVID-19 Record Keeping Check In Template'** copy the link provided below into your browser.

   https://forms.office.com/Pages/ShareFormPage.aspx?id=v6eHptsC30O8u-eovaYRopdHWMT4UXtAszAg3IvnuwZUM0taWFNJNUFZS1QwV0dERlJMSTNRWFMzSiQlQCN0PWcu&sharetoken=9a4njkGAPc72wWN7qowK

2. Sign in or create a Microsoft account. (It's free!)

3. When the Form opens, click on '**Duplicate it**'. You can now modify the form to suit your business needs.
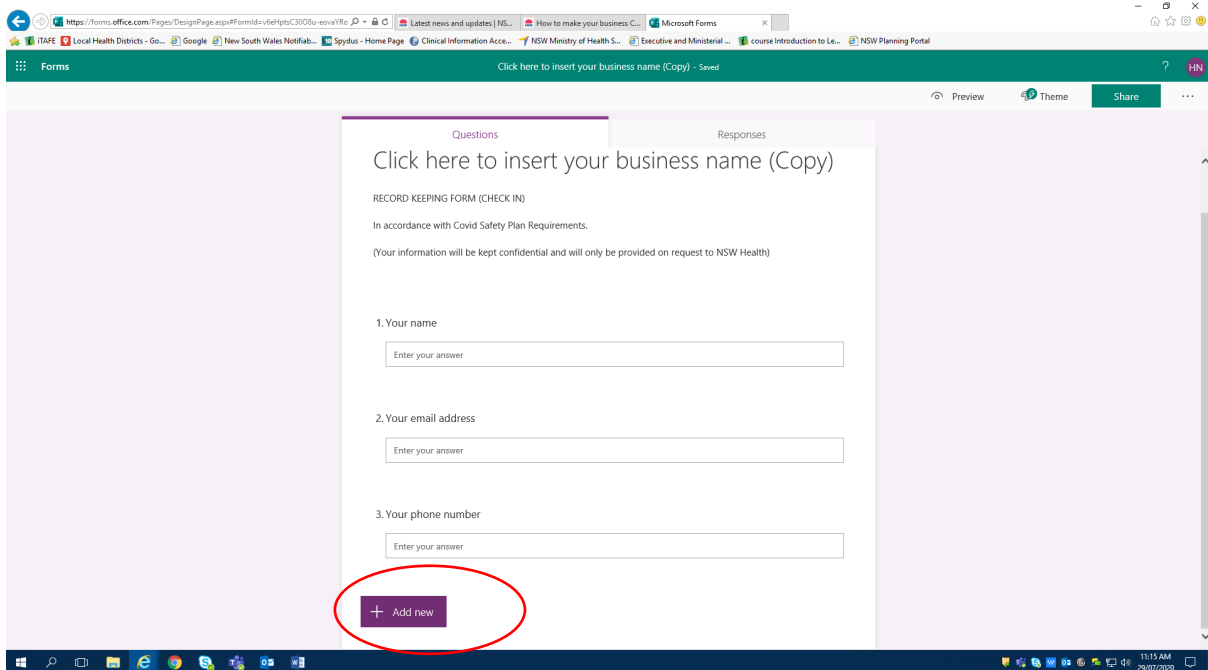
4. Click on the heading to insert your business name (or community setting name if applicable).
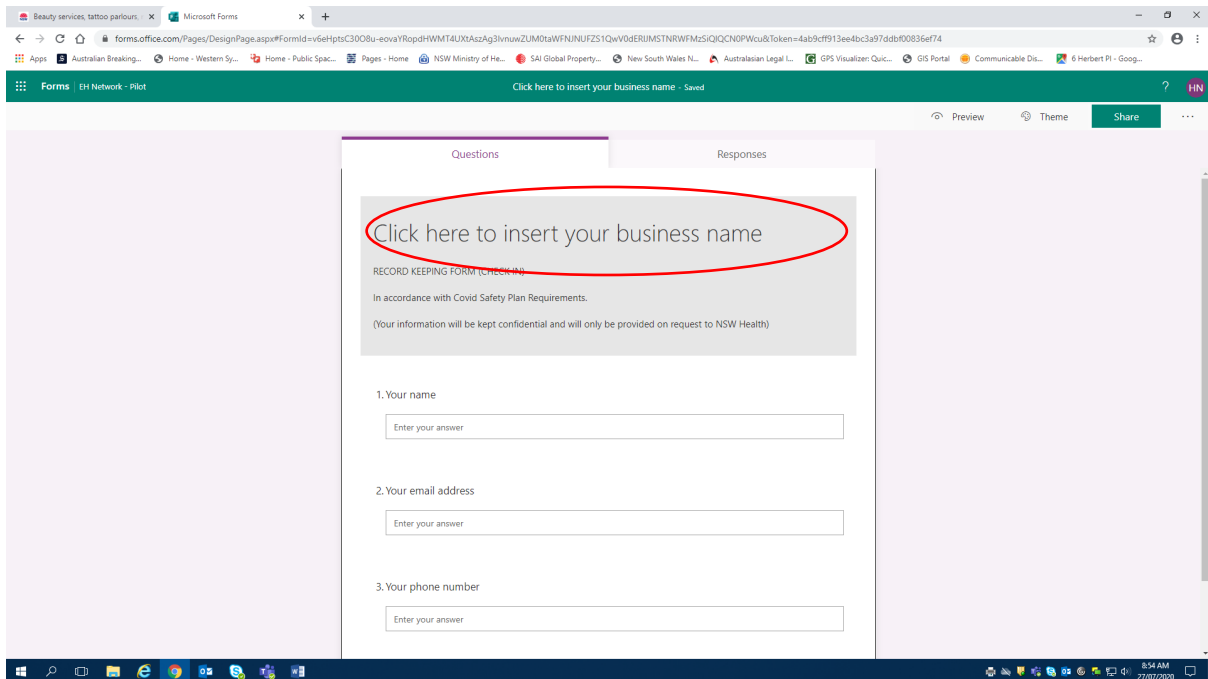
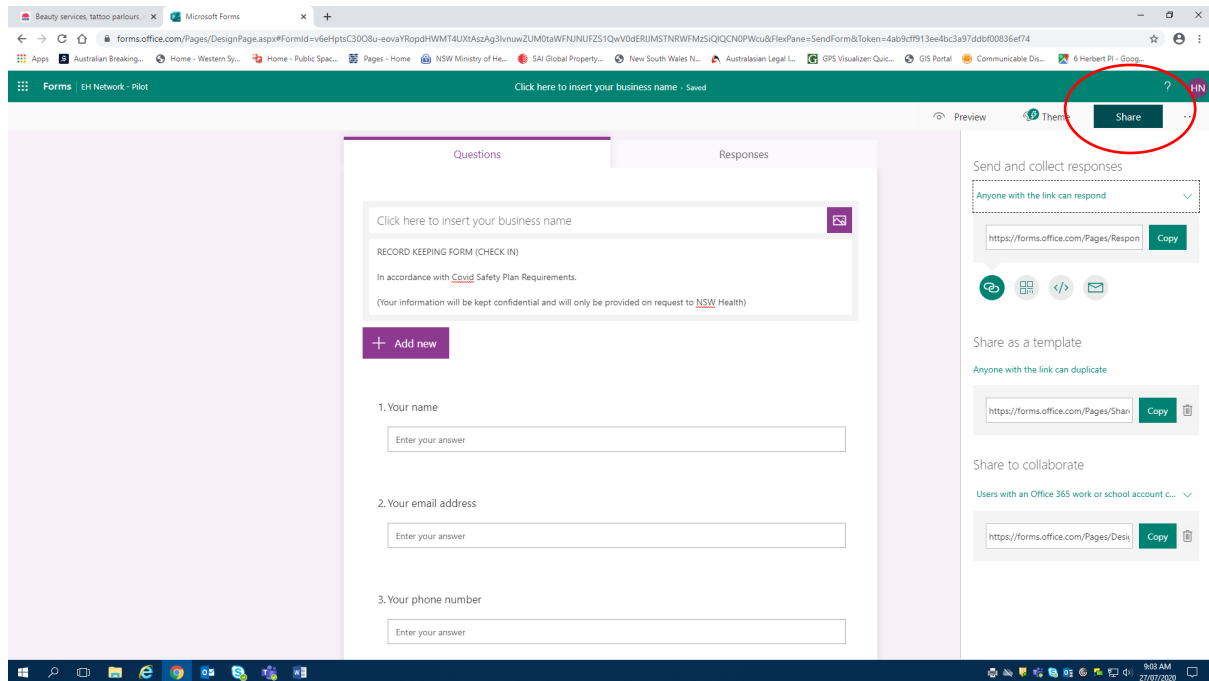5. If you like, you can add additional questions by clicking on '**Add new**'.

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6. Next - You will need to create a QR code to allow people to easily link to your form.

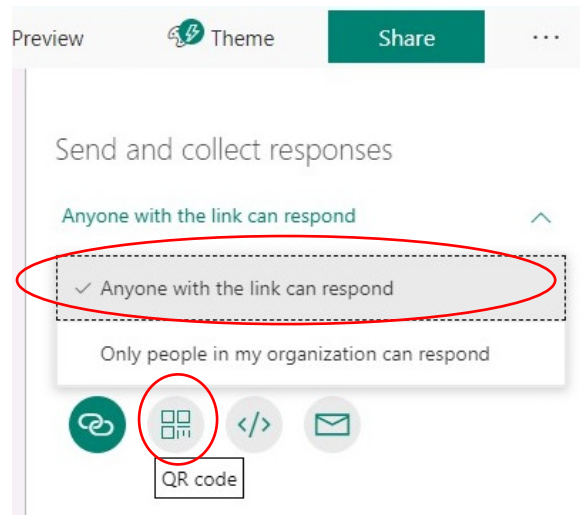7. Click on the '**Share**' box on the right-hand side of the screen.

8. You will see '**Send and collect responses**' menu on the right hand side of the screen.
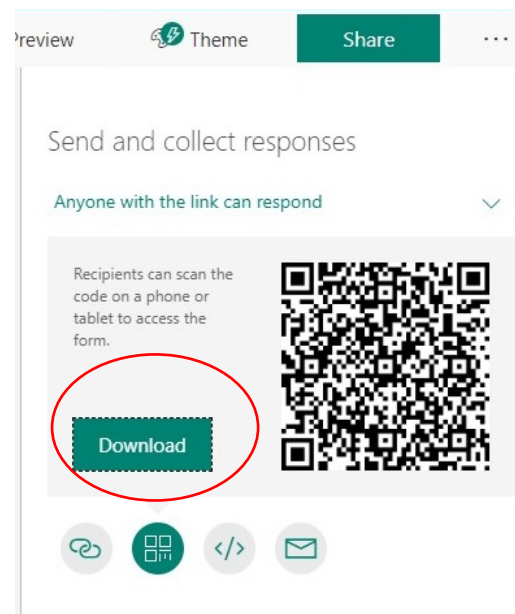
9. Click on the drop down arrow in the box immediately below '**Send and collect responses**'.

10. Change this to '**Anyone with the link can respond**'.

11. Below the drop down menu you will see four symbols. Click on the second symbol **QR code**.

12. Click on '**Download**' to save the QR code as a picture file. It will save to your pictures folder or check your downloads folder.

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Setting up your instructions for Customers/Client

13. Refer to the '**Instructions for Customers/Clients**' Word document template (See page 10 of these instructions). **Please modify this template to suit your business needs and COVID-19 Safety Plan requirements.**

14. Insert your QR code into the Instructions for Customers/Clients template (See page 10 of these instructions):
    a. Click in the document where you want the QR code to be and then on the Menu Bar click on the '**INSERT**' tab. Then click on the '**Pictures**' icon; select the QR code file you would like to insert.
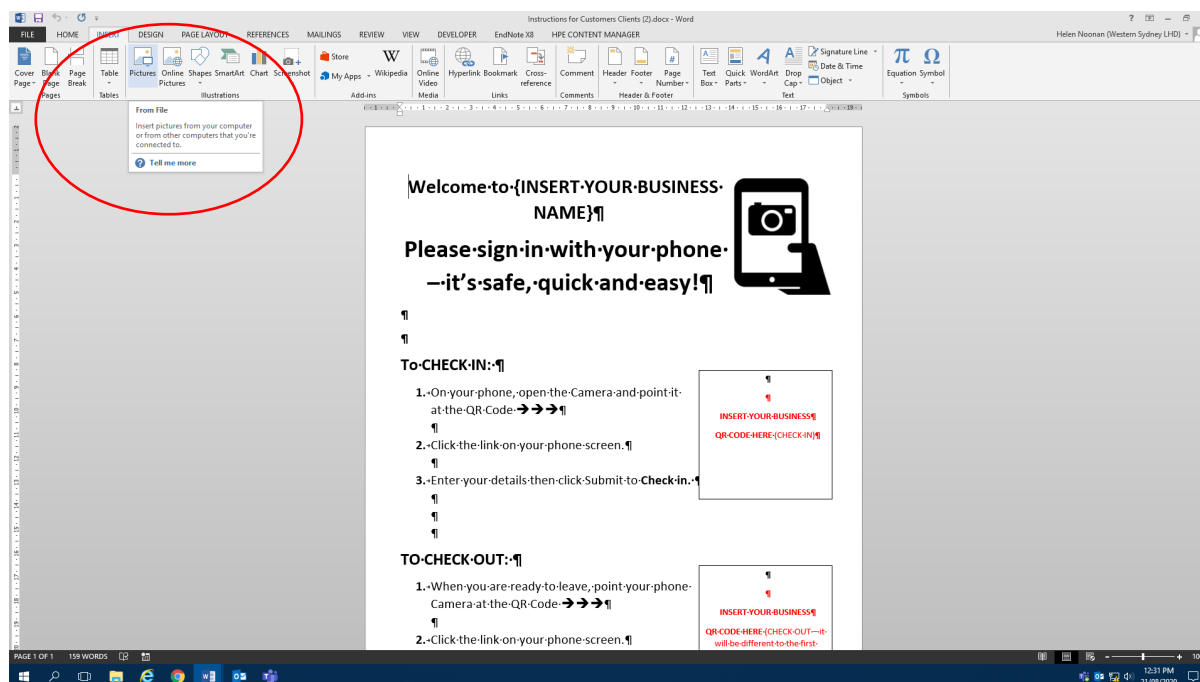
15. You can also include a COVID-19 Record Keeping **Check Out** QR Code. Copy the link provided below for a COVID-19 Record Keeping Check Out template and follow the same process as described above. (This is an additional step you can include if you wish)

    https://forms.office.com/Pages/ShareFormPage.aspx?id=v6eHptsC30O8u-eovaYRopdHWMT4UXtAszAg3IvnuwZUOUFQNlRaR1I4VjlFQllBQVRNU1k0WjNGVCQlQCN0PWcu&sharetoken=ZX2oxhB7Hurp3hDjucU2

16. Your instructions to Customers/clients should look similar to this:

Welcome to {INSERT YOUR BUSINESS NAME}

Please sign in with your phone – it's safe, quick and easy!

To CHECK IN:

1. On your phone, open the Camera and point it at the QR Code ➔ ➔ ➔

2. Click the link on your phone screen.

3. Enter your details then click Submit to **Check in.**

TO CHECK OUT:

1. When you are ready to leave, point your phone Camera at the QR Code ➔ ➔ ➔

2. Click the link on your phone screen.

3. Please rate our COVID-19 Safety service and click Submit to **Check out.**

We collect your details in accordance with COVID-19 Safety Plan requirements. Your information will be kept confidential and will only be provided on request to NSW Health.

Thank you for your understanding and support in helping stop the spread of COVID-19

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Instructions for Businesses and Community Settings

Accessing the Records

17. The date and time that the customer entered their details and their responses will be saved automatically and kept securely on MS Forms.

18. If you are required to provide dates/times of visits and contact details of customers or clients to NSW Health for COVID-19 contact tracing requirements, you can easily download the data collected from MS Forms into MS Excel.

19. Responses entered into MS Forms will be stored separately within the **Check IN** and **Check OUT** forms you have created.

20. To access and download the data kept in each form, click on the '**Responses**' tab.
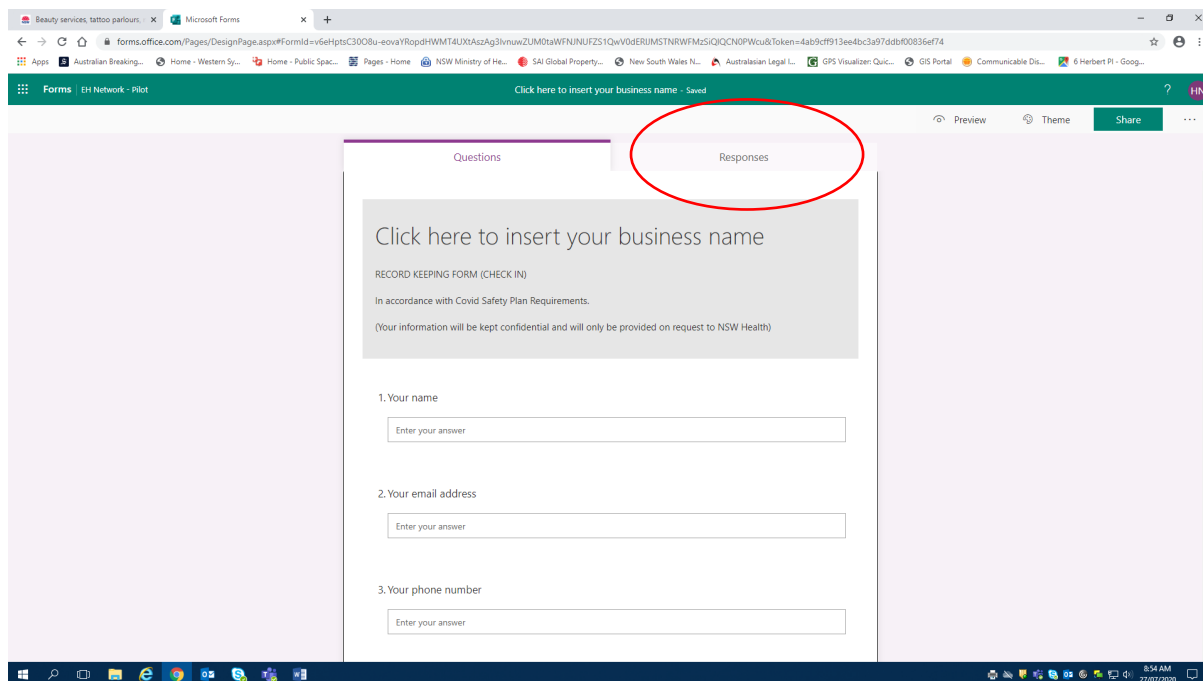
21. To download responses from Ms Forms into MS Excel, click on the '**Open in Excel**' button.
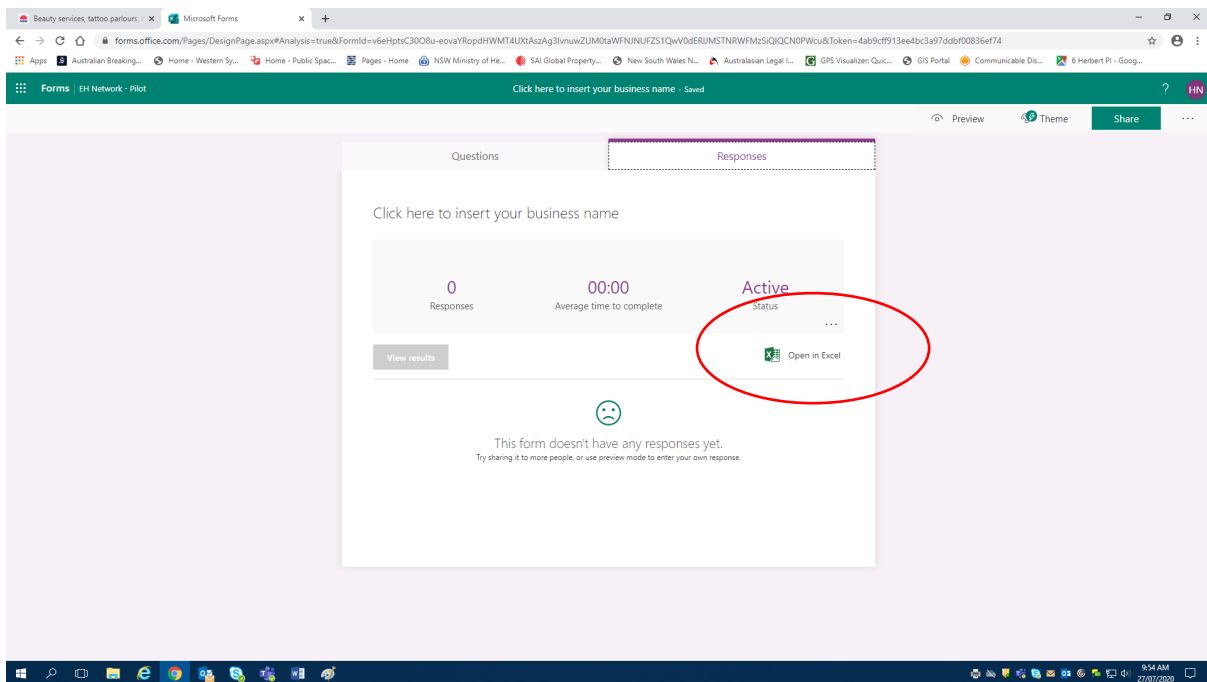
22. You can then download and save the Excel document. Please save securely on your computer network or hard drive.

These instructions and related templates are also available at:

www.wslhd.health.nsw.gov.au/covid-19-wellbeing/businesses

Additional information

- Access to **Microsoft Forms** is available if you have a **Microsoft 365 Education, Business Package or a Microsoft personal account.**

- For system requirements or for information about Microsoft Forms and who can use it go to: https://support.microsoft.com/en-us/office/frequently-asked-questions-about-microsoft-forms-495c4242-6102-40a0-add8-df05ed6af61c

Information provided by:

Environmental Health Team
Centre for Population Health, Western Sydney Local Health District
Email wslhd-eho@health.nsw.gov.au or phone (02) 9840 3603.

Current as at August 2020

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See next page for **Instructions for Customers/Clients**' template.

An editable (Word document) version of this template is available at:

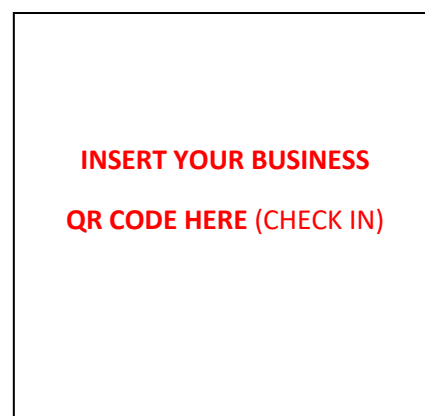www.wslhd.health.nsw.gov.au/covid-19-wellbeing/businesses

Welcome to INSERT YOUR BUSINESS NAME

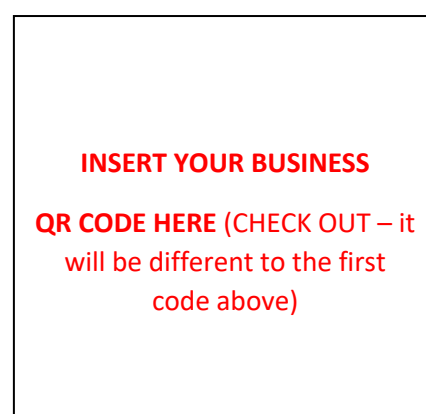# Please sign in with your phone – it's safe, quick and easy!

To CHECK IN:

1. On your phone, open the Camera and point it at the QR Code ➔➔➔

2. Click the link on your phone screen.

3. Enter your details then click Submit to **Check in.**

INSERT YOUR BUSINESS

QR CODE HERE (CHECK IN)

TO CHECK OUT:

1. When you are ready to leave, point your phone Camera at the QR Code ➔➔➔

2. Click the link on your phone screen.

3. Please rate our COVID-19 Safety service and click Submit to **Check out**.

INSERT YOUR BUSINESS

QR CODE HERE (CHECK OUT – it will be different to the first code above)

We collect your details in accordance with COVID-19 Safety Plan requirements. Your information will be kept confidential and will only be provided on request to NSW Health.

Thank you for your understanding and support in helping stop the spread of COVID-19