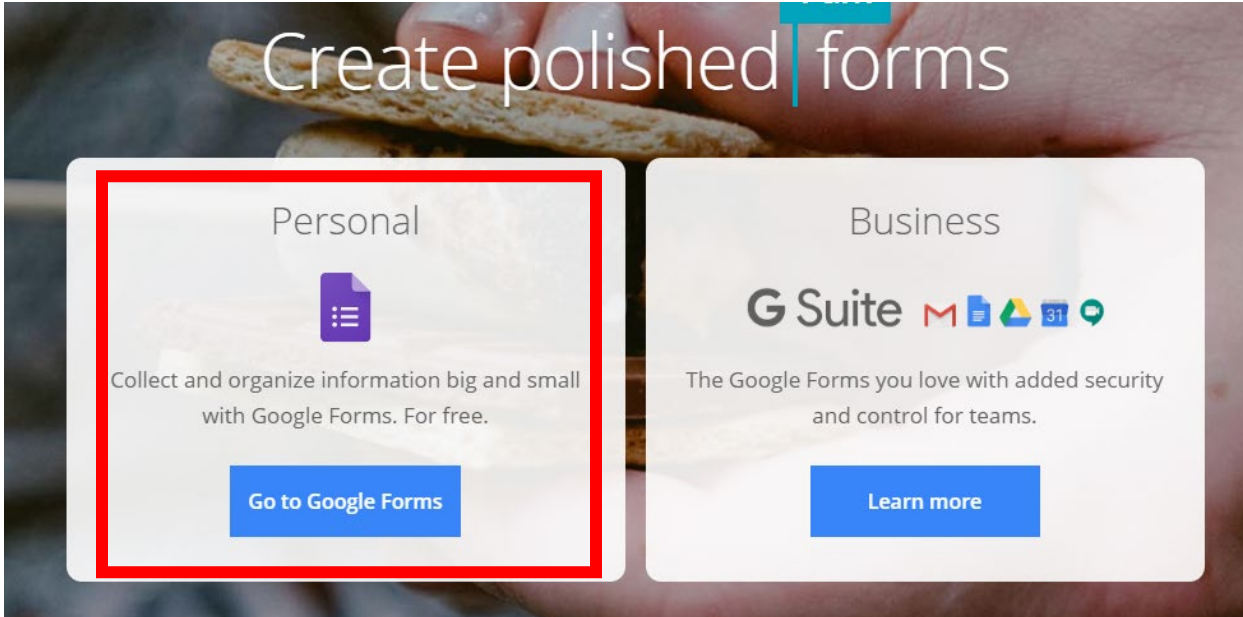


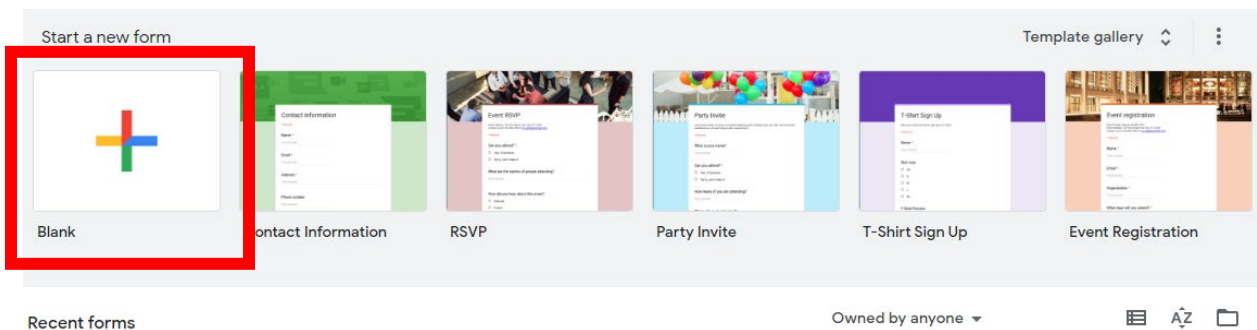
Setup Your COVID Pre-Screening Questionnaire

A free version of Google Forms is available online. Click on the following URL to access it:

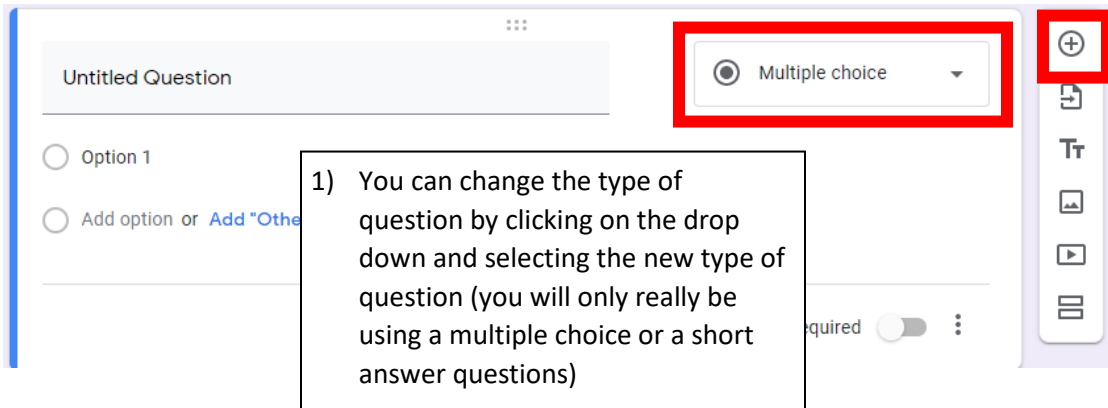
<https://www.google.ca/forms/about/>



- You will want to select the free version of Google Forms
- You will need to sign up for a Google email if you do not have one. If you have a google email, you can simply login to your account.
- Create a **“Blank”** new form



- You will need to collect individual: **Name, email and Phone Number**. For these questions you will need to use the **“Short Answer”** option.



The screenshot shows the Google Forms editor interface. At the top, there is a title field labeled "Untitled Question". Below it, there are radio buttons for "Option 1" and "Add option or Add *Other". A dropdown menu is open, showing "Multiple choice" selected. To the right of the dropdown, there is a red box around a plus sign icon in a circle. Below the dropdown, there is a "required" toggle switch and a vertical toolbar with icons for adding new questions, text, images, videos, and sections. A text box on the right explains that clicking the plus sign icon adds a new question. A text box on the left explains that clicking the dropdown menu allows changing the question type.

1) You can change the type of question by clicking on the drop down and selecting the new type of question (you will only really be using a multiple choice or a short answer questions)

2) To add new questions, click on the button with a “+” in the circle

- In addition to contact information you will want to add prescreening questions. The typical questions would be:
 - o Traveled last 14 days?
 - o Been in contact with someone who has a confirmed COVID diagnosis?
 - o Exhibiting any symptoms?

The screening questionnaire should be completed within 24 hours of the start of the event. We recommend sending this questionnaire along with your heat sheets to all competitors/coaches 24 hours before the competition.

See the links below for some examples of other screening questions as an example:

Example from Project Athletics: https://docs.google.com/forms/d/1HGBKxQ6tHit7cFmyrd1J2auBvu0w-7fibhQ3zYyTf44/viewform?edit_requested=true

Example from Ottawa Lions: <https://docs.google.com/forms/d/e/1FAIpQLSc2Y2IWYyEis92AGKzbcDwlz1L9wTcF1pGOS0LeKnWXLpHpaw/viewform>

Example from Phoenix Athletics: https://docs.google.com/forms/d/e/1FAIpQLSdHLcGJYRzyIE1OWBQQ-QHH_X-VTynCCM98y9J1iYZO5KF34g/viewform?vc=0&c=0&w=1