



Covid19 return to sport form.



Google Form Option.

There is a requirement under government reopening protocols for both business and sport, for a form to be completed by all people returning, stating that they are not infected with the virus and have not been exposed to an infected person in recent time, to the best of their knowledge. And if they have, they must stay at home for a certain amount of time, and seek medical advice.

There are several ways to gather the information, but many ways have substantial drawbacks. Any paper solution has difficulties due to increased points of contact between archers and visitors, and the club officers gathering the information. Also paper forms must be kept safe and secure, for GDPR compliance, and after a set amount of time, must be shredded or otherwise destroyed.

One cheap way which is GDPR friendly, to gather the information is to use a “Google Form”. This is an online questionnaire tool, which Google offer for free for personal use. It has proven successful for several clubs, across several spots so far. Hence below we have laid out details of how to set one up for your club, if you are not familiar with using the tool.

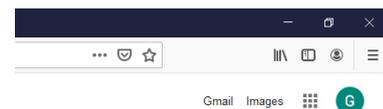
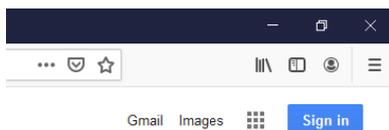
Once complete, you will have a link to a webpage, which just the form is on. Only the club officer with the google account password can see everyone’s answers. The webpage with the form on it, is accessible from any device capable of viewing websites, on any internet connection. But users can only read the form, answer the questions and submit. They can’t see other people’s answers. The link can be shared in emails, club social media, WhatsApp, text messages or added as a link on the club’s website.

The steps below, show how to make a Google form. But if you want to use another method of gathering the information, you can just copy out the text of the covid questions from steps 4 and 5. Note it is not advised to use WhatsApp, Facebook or other group chats, for gathering replies to the questions from members. That would result in GDPR compliance issues, where individual’s health information is being shared.

Step 1 – Open a google account in the name of the club, if the club doesn’t already have one.

Many people involved in your club may already have a Google account, but it is best not to use one that is already associated with an individual, as it may need to be transferred over to another club officer at some stage. We don’t know how long this requirement is going to be with us for.

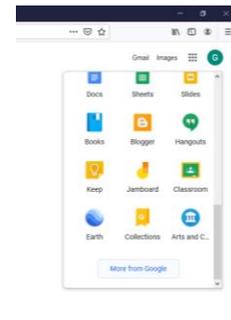
To open an account, go to www.google.ie from any browser on any device, although for building the form later it is probably best to use a laptop or desktop computer, rather than a phone. It’s easier for copying and pasting the text over. In the top corner it will either have a “Sign In” button, or a letter in a coloured circle.



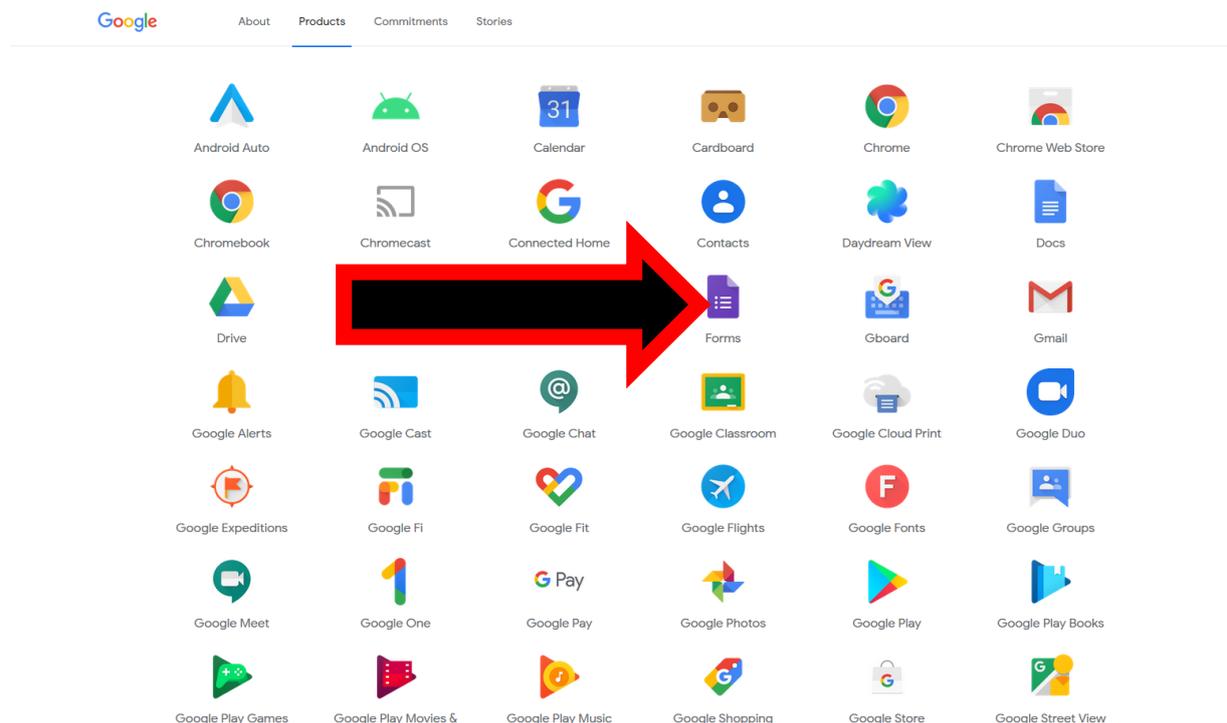
Whichever you have, click on it and look for a link to either “Add another account” or “Use another account”. Follow the on screen steps, when it asks for the new email address, password, and make up a date of birth (be sure the date is more than 18 years ago, so the system doesn’t think you are a child). Be sure to write all the details down in a safe place, so they can be passed on to another club officer later if needed.

Step 2 – Start a new blank Google Form

Once the account is set up, when you return to www.google.ie, you will see a coloured circle with the first initial of the name of the account in the top right corner. Click on the menu button beside it (that's the square made up of nine dots). Scroll to the bottom of the menu and click on the "More from Google" button.

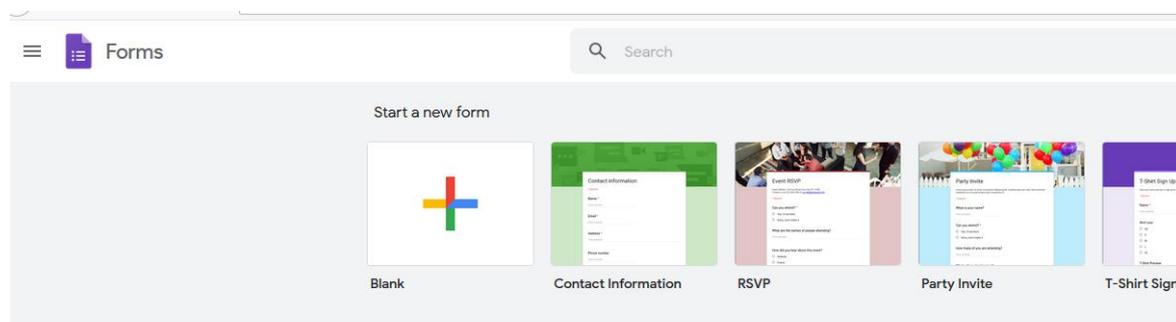


This will open another webpage, scroll to the bottom of it (it's long), until you see a large amount of icons in a grid. Click on the "Forms" icon. It looks like a purple page with white lines on it.



On the next screen, click on "Personal".

This will take you to the Forms website, within the google account. Click on the "Blank" button on the top left (it's got a multi coloured plus sign on it).

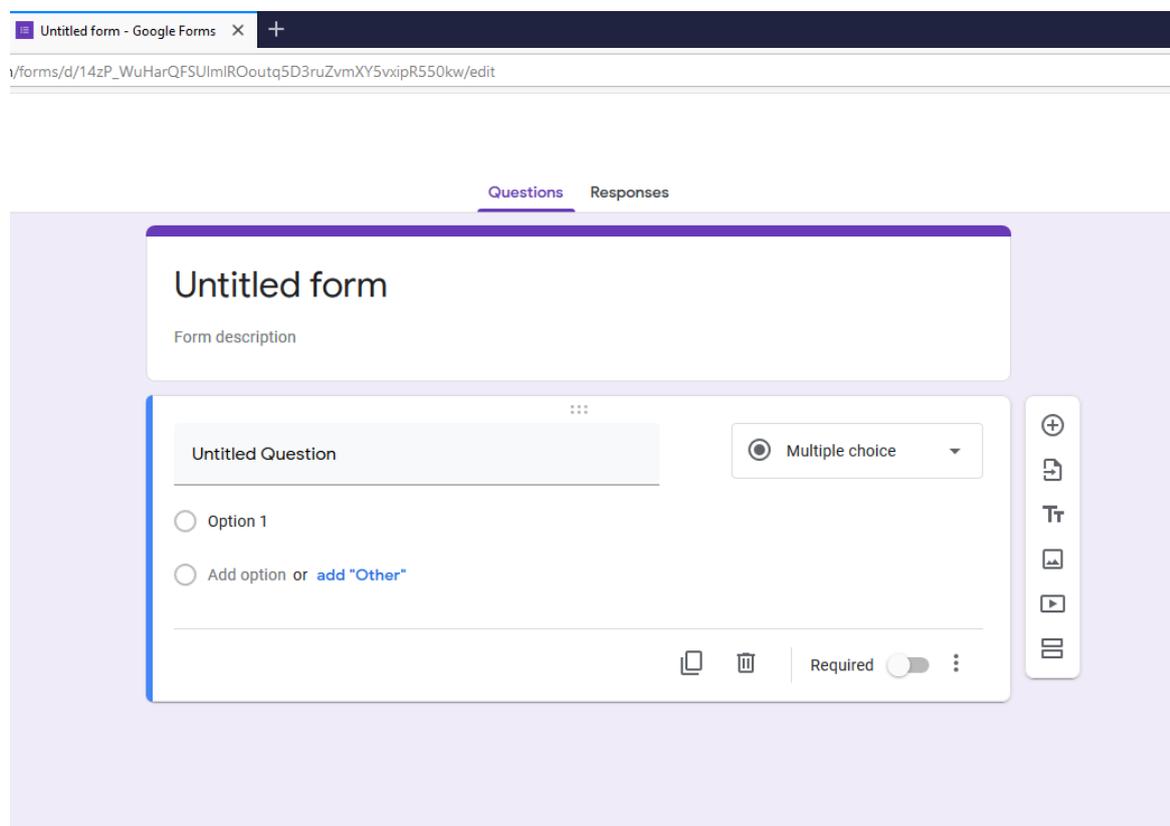


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Step 3 – Give the Form a title and description.

This will start a new blank form. Click on the large text “Untitled Form” and give your form a title – something like “YOUR CLUB Covid19 Return to Sport Form”.



Next click on the “form description”. Input the details of what the form is, why it’s being used, how to fill it out, and GDPR notes about who will control the information and when it will be deleted. Below is some suggested text, which can be personalised to the individual clubs. It can be copied and pasted directly from this document into the form, then modified, if desired.

This is the Club Return to sport form - all information is confidential, and will be destroyed 3 months after gathering date. The Return to Sport form is required, as part of the Sport Ireland protocols for keeping everyone medically safe, while continuing sport, during the pandemic.

This form is required to be filled out by every member and visitor to any club training, competition, or other function, for each attendance. It should be filled out no more than 24 hours before attending, but not less than 4 hours before attending.

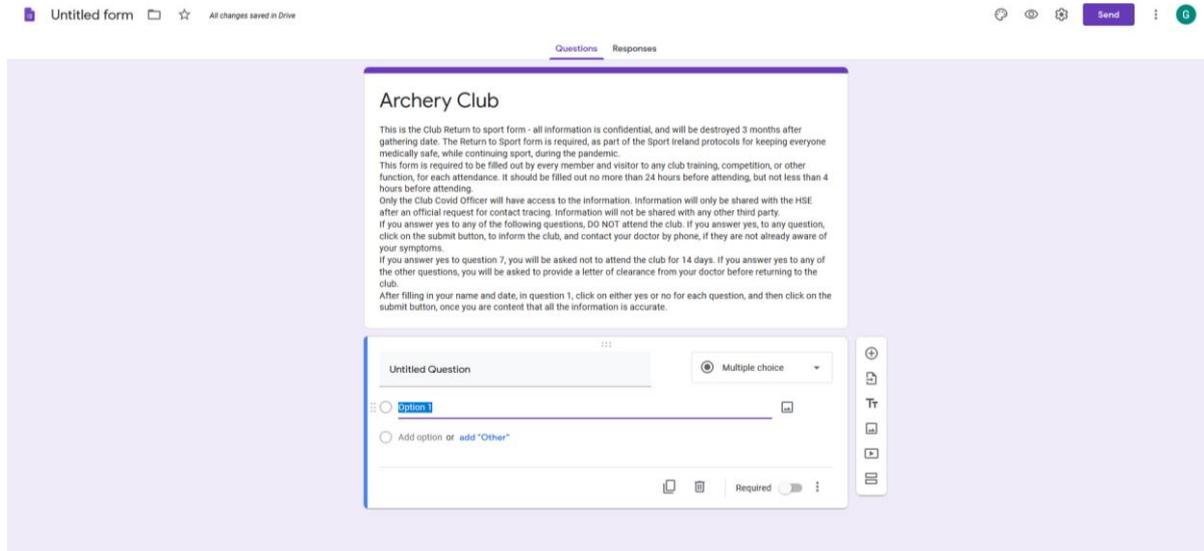
Only the Club Covid Officer will have access to the information. Information will only be shared with the HSE after an official request for contact tracing. Information will not be shared with any other third party.

If you answer yes to any of the following questions, DO NOT attend the club. If you answer yes, to any question, click on the submit button, to inform the club, and contact your doctor by phone, if they are not already aware of your symptoms.

If you answer yes to question 7, you will be asked not to attend the club for 14 days. If you answer yes to any of the other questions, you will be asked to provide a letter of clearance from your doctor before returning to the club.

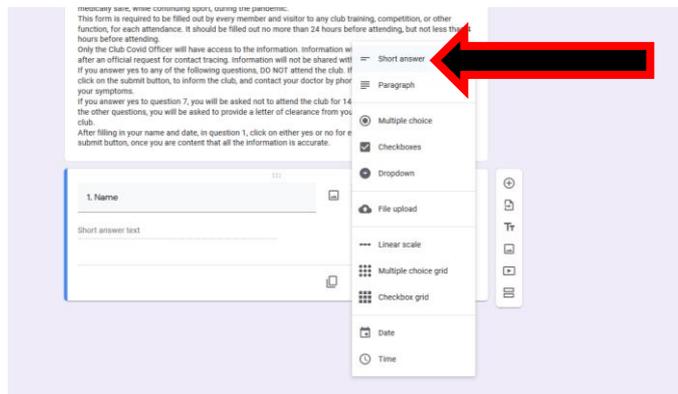
After filling in your name and date, in question 1, click on either yes or no for each question, and then click on the submit button, once you are content that all the information is accurate.

Step 4 – Make the first questions, asking for the name and date.

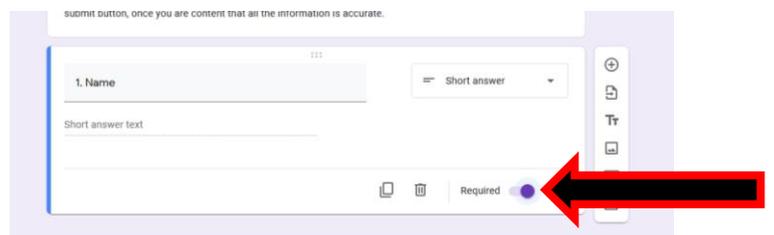


Next click on the Question 1 box, then click on the “Untitled Question”.

Type in “1. Name”, then click on the menu on the right where it says “multiple choice”. Pick “Short answer” from the list (it’s first on the list).

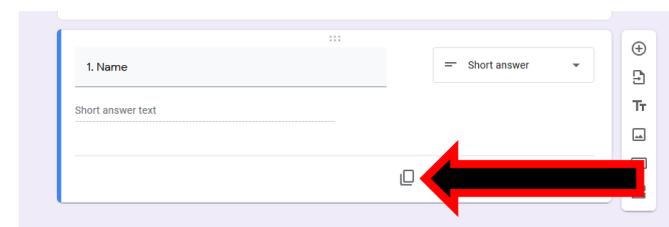


Next click on the “Required” switch at the bottom of the question box. This means members can’t skip the question when filling out the form.



Finally click on the “duplicate” button at the bottom (it looks like two pages sitting on top of each other).

This will make another copy of the question.



In the new question box, change the title from “1. Name” to “1a. Date”, and pick “Date” from the menu on the left. Once complete, press the “duplicate” button at the bottom of the second question box.

Step 5 – Add the covid questions.

Now, in the third question box, enter the first of the covid questions. The text of the various covid questions is below, you can copy and paste the text from this document straight into the form. Change the menu on the right side, to “multiple choice”.

Under the text of the question, there are suggested standard answers for multiple choice questions. Click on “Yes” and click on “No”.

Those choices will be added as answers for the question. Once complete, click on the duplicate button. Now repeat this step 5, for each of the covid questions.

These are the various Covid19 return to sport questions, to be added to the form.

2. Do you have currently, or have you had any of the following symptoms occur in the last 14 days, which are not part of a long term, known medical condition? Coughing, Fever, High Temperature, Sore Throat, Runny Nose, Breathlessness, Flu-like symptoms, Loss or taste or smell, or the sudden onset of any other symptoms.
3. Have you been diagnosed with a confirmed or suspected case of Covid 19 in the last 14 days, or have you been advised to take a test for covid 19 by your doctor?
4. Have you been in close contact (within 2m for 15 mins) with a person who has a confirmed or suspected case of covid 19 in the last 14 days?
5. Have you been advised by a doctor or self isolate at the moment?
6. Have you been contacted by the HSE contact tracers with regard to being in contact with a confirmed case within the last 14 days?
7. Have you been outside the Republic of Ireland in the last 14 days?

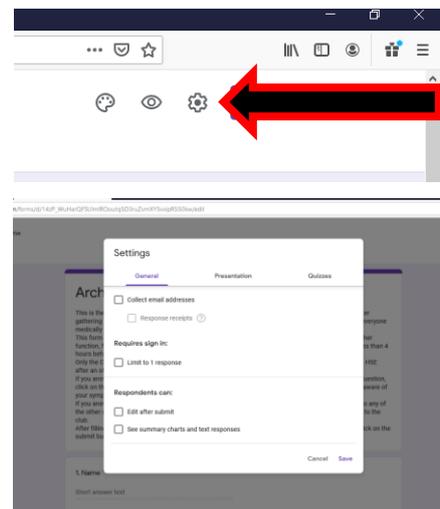
Step 6 – Confirming Settings.

Now once you have entered all of the covid questions, there should be 8 question boxes in total. The Name, Date, and 6 covid questions.

Scroll to the top of the page again, and click on the “settings” button in the top right (it looks like a machine cog).

In the General Settings window, make sure all of the boxes are clear, and not ticked.

Click on “Save” at the bottom of the settings window, to close it.



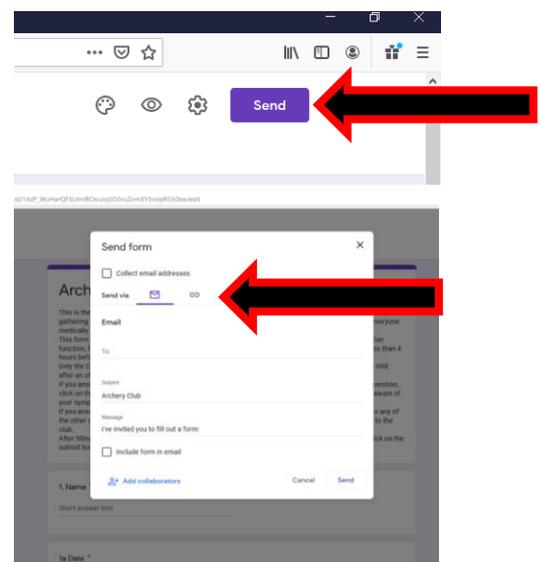
Step 7 – Getting the web link for distribution to members.

Now click on the “Send” button at the top right. This will bring up the send form box.

Click on the link button, in the centre top. It looks like two half circles with a line within.

This will change the box to show the link to the Google Form for the members to access it to fill it in. Using the link, the club members can access the form from any device, from any internet connection. The form operates like a webpage, accessible from anywhere.

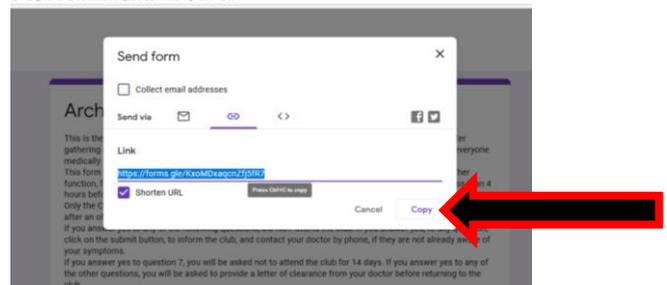
When they click on the link, they only can read the form, answer the questions, and submit. They can't see anyone else's answers nor change any part of the form.



Tick the “Shorten Link” box in the bottom left, and the link will be abbreviated.

Click on the “Copy” button in the bottom right.

Now open a new email or text document and paste the link into it. Send the email to yourself, or save the text document in a safe place. To keep the link handy, so that you have a record of it, for copying into correspondence to your club members and visitors.

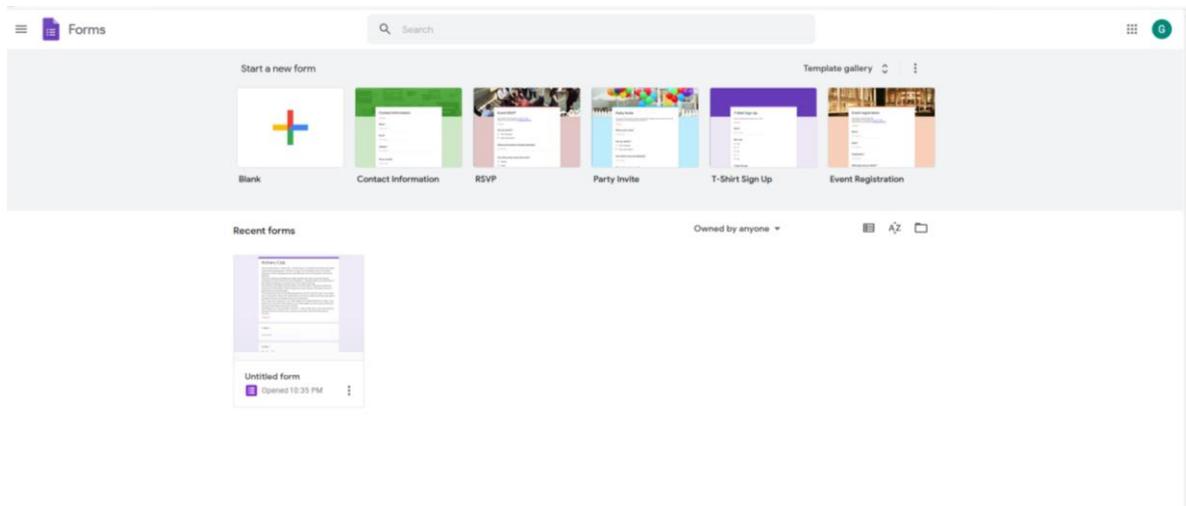


Step 8 – Checking the submissions.

Once the form is up and running, and the link has been distributed to your club members and any visitors, the club covid officer will need to check for any Yes answers in the hours leading up to a training session or other gathering.

To access the answers, first log into the google account from an internet browser, by going to www.google.ie, and clicking on the Sign on button in the top right.

As in Step 2, click on the menu button (the nine dots), then scroll to the bottom and click on the “More From Google” button. This will take you to the other webpage with the grid of icons at the bottom. As is Step 2, click on the “forms” icon, which will bring you to the forms webpage, of the google account.



Now under the “Blank” button, there will be a new file, showing a picture of your club form. Click on it, and it will open a new page. In the centre top, you can switch between the questions and the responses. The number of times the form has been filled out is shown beside the responses button.



Click on “Questions” if you need to edit any of the text on the form. All changes are saved live – there is no save button. There is an Undo and Make a Copy options in the menu (top right – three dots, between the Send button and the coloured circle with the initial in it).

Click on the “Responses” button.

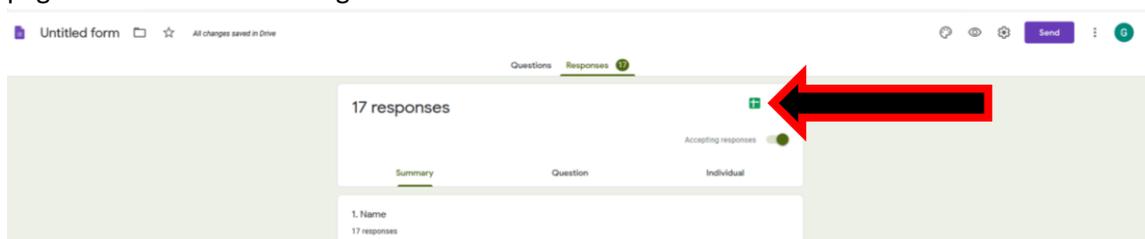


Scroll down, and (Hopefully) you will see that all the questions have been answered No, by everyone who filled out the form. If this is the case, then no further action is required.

If anyone has answered Yes to any of the questions, then follow the steps below to find out who, and which question they answered yes to.

Step 9 – Finding out details of a Yes answer.

Once logged in and viewing the responses page (as per Step 8). Scroll to the top of the responses page and click on the small green icon with a white cross on it.



If you have a “popup blocker” in your browser, you may get a security warning, asking if google docs is allowed to open a new page. The page showing all the dates names and answers (like the one below) should open in a new web browser tab. Scroll through it until you find the yes answer, the name will be on the left of the row, and the question number will be at the top of the column.

The screenshot shows a Google Sheet with the following data:

Timestamp	1. Name	1a. Date	2. Do you have currently	3. Have you been diagnosed	4. Have you been in close	5. Have you been advised	6. Have you been advised	7. Have you been advised
6/26/2020 15:51:26	A N Other	6/26/2020	No	No	No	No	No	No
6/26/2020 20:57:05	Nice Archer	6/26/2020	No	No	No	No	No	No
6/26/2020 21:05:00	Mary Visitor	5/2/1954	No	No	No	No	No	No
6/26/2020 21:07:04	Joe Archer	5/2/1954	No	No	No	No	No	No
6/26/2020 21:15:29	A N Other	1/1/1956	No	No	No	No	No	No
6/26/2020 21:19:58	Nice Archer	6/26/2020	No	No	No	No	No	No
6/26/2020 21:29:20	Mary Visitor	6/26/2020	No	No	No	No	No	No
6/26/2020 21:38:11	Joe Archer	6/26/2020	No	No	No	No	No	No
6/26/2020 22:26:19	Shooter McArcher	6/26/2020	No	No	No	Yes	No	No
6/26/2020 22:41:16	A N Other	6/26/2020	No	No	No	No	No	No
6/27/2020 13:02:20	Nice Archer	6/26/2020	No	No	No	No	No	No
6/27/2020 20:06:03	Mary Visitor	6/29/2020	No	No	No	No	No	No
6/27/2020 23:38:29	Joe Archer	1/28/1946	No	No	No	No	No	No
6/28/2020 15:40:23	A N Other	6/28/2020	No	No	No	No	No	No
6/28/2020 17:23:56	Nice Archer	6/21/1996	No	No	No	No	No	No
6/28/2020 19:40:34	Mary Visitor	7/18/1996	No	No	No	No	No	No
6/29/2020 19:42:58	Joe Archer	6/29/2020	No	No	No	No	No	No

Once the club covid officer has confirmed who answered yes, and to what question, they can take appropriate action.