

COVID-19 QR CODE QUESTIONNAIRE

USER GUIDE

Tomlinson has developed an online COVID-19 questionnaire that is easily accessible via your smartphone. The Health and Safety department has provided a QR code on a document in the Safety Talk binder or a wallet-sized plastic card. Both items provide a QR code that redirects to either an English version or a French version of the COVID-19 questionnaire.

The following will demonstrate how to any visitors or Tomlinson employees can access the online COVID-19 questionnaire using their own smartphone.

Step 1:

Using a smartphone, locate either the laminated document* inside the Safety Talk binder or the wallet-sized card, choose which side you wish to use and open the camera app.

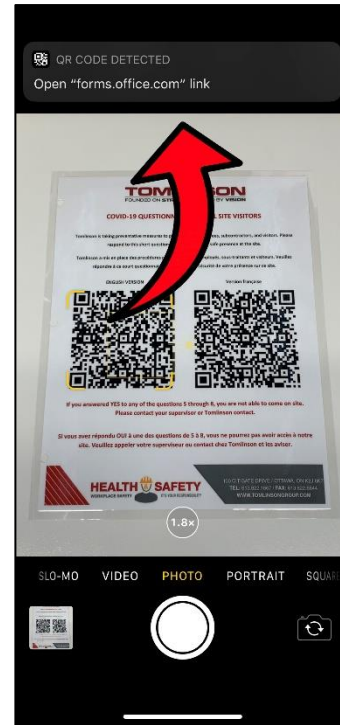


**the document can be posted at entrance of job site or office if preferred*

Step 2:

Using your camera app, point the camera to either the binder document* or the card as if you were trying to take a photo of it. A small notification will appear at the top of screen offering to open the “forms.office.com” link. This is a valid link/notification. Click on the notification.

**If the camera will only pick up the QR code from the version you do not wish to use, in the camera app zoom into whichever QR code you wish to use. The app will then be able to pick up the appropriate QR code.*



Step 3:

Your phone will redirect to the default internet browser app and will give you access to which version of the questionnaire you chose to use. Start by filling in the required text fields (Questions 1 through 4). Keep in mind for question 3 that the person filling out the questionnaire should enter the name of **the company they work for.**

11:20
Gmail
forms.office.com

* Required

1. Full Name *

Allyssa Chase

2. Company *

RW Tomlinson

3. Phone Number *

6138221867

4. Office or site visited *

The Core

Step 4:

Enter YES or NO to questions 5 through 9 by clicking on the bullet beside their answer, and click the 'Submit' button and their answers will be uploaded.

The questionnaire will be submitted regardless of answer given due to tracking purposes.

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5. Did you self-isolated due to personal choice, have shown no symptoms and have not been in contact with anyone? *

If yes, you have completed the survey and are able to return to work. If no, proceed to next question.

☐ Yes

☒ No

6. Have you travelled abroad in the last 14 days or been in close contact with a family member who has travelled abroad in the last 14 days? *

☐ Yes

☒ No

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7. Do you currently have the following symptoms: Fever (over 38 °C), cough and difficulty breathing or have you been in close contact with someone with the following symptoms within the last 14 days: Fever (over 38 °C), cough and difficulty breathing? *

☐ Yes

☒ No

8. Have you been exposed to someone who is a confirmed or probable case of COVID-19 infection within the last 14 days? *

☐ Yes

☒ No

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9. I acknowledge and understand that Tomlinson has established new additional Safety Protocols and Safe Job Practices with respect to COVID-19 workplace hazards and that I have familiarized myself with these protocols and practices and will abide by them. *

If "Yes", you may enter the site. If "No", you are not permitted to enter the site.

☒ Yes

☐ No

Submit

Never give out your password. Report abuse

This content is created by the owner of the form. The data you submit will be sent to the form owner.

Step 5:

Once the visitor has submitted their questionnaire, they will be directed to the submission page where they will receive the following directions:

If the visitor indicates YES to question 5 or NO to questions 6 through 8, they may enter the job site or Tomlinson office.

If the visitor indicates YES to questions 6 through 8 they are NOT ALLOWED to enter the job site or Tomlinson office, and must contact their supervisor or Tomlinson contact.

