goformz

5 Digital Forms to Help Your Business Address COVID-19

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Introduction

The COVID-19 pandemic has changed how we do things: from how we travel to how we interact within our communities, the coronavirus has completely altered life as we know it. Among the most visible changes has been how we approach work. An unprecedented amount of the global workforce now works entirely from their homes, while frontline workers bravely navigate the countless obstacles and risks introduced by the pandemic. Businesses are grappling with when and how to reopen, how to stay open, and how to best protect their staff, often with minimal guidance or resources to support them.

Just as our grocery runs, social calendars, community service, and education have been forced to adapt to the “new normal”, so too must our workplaces. Digital tools and online platforms provide an effective, sustainable means of navigating the challenges of the COVID-19 pandemic for both remote and frontline teams. Leveraging these platforms, businesses of all sectors can reduce their reliance on in-person interaction, while accelerating daily business processes and streamlining the flow of information throughout their organization.

Explore this eBook for five essential digital forms that will help your business address the obstacles and risks presented by the COVID-19 pandemic.

The Digital Forms

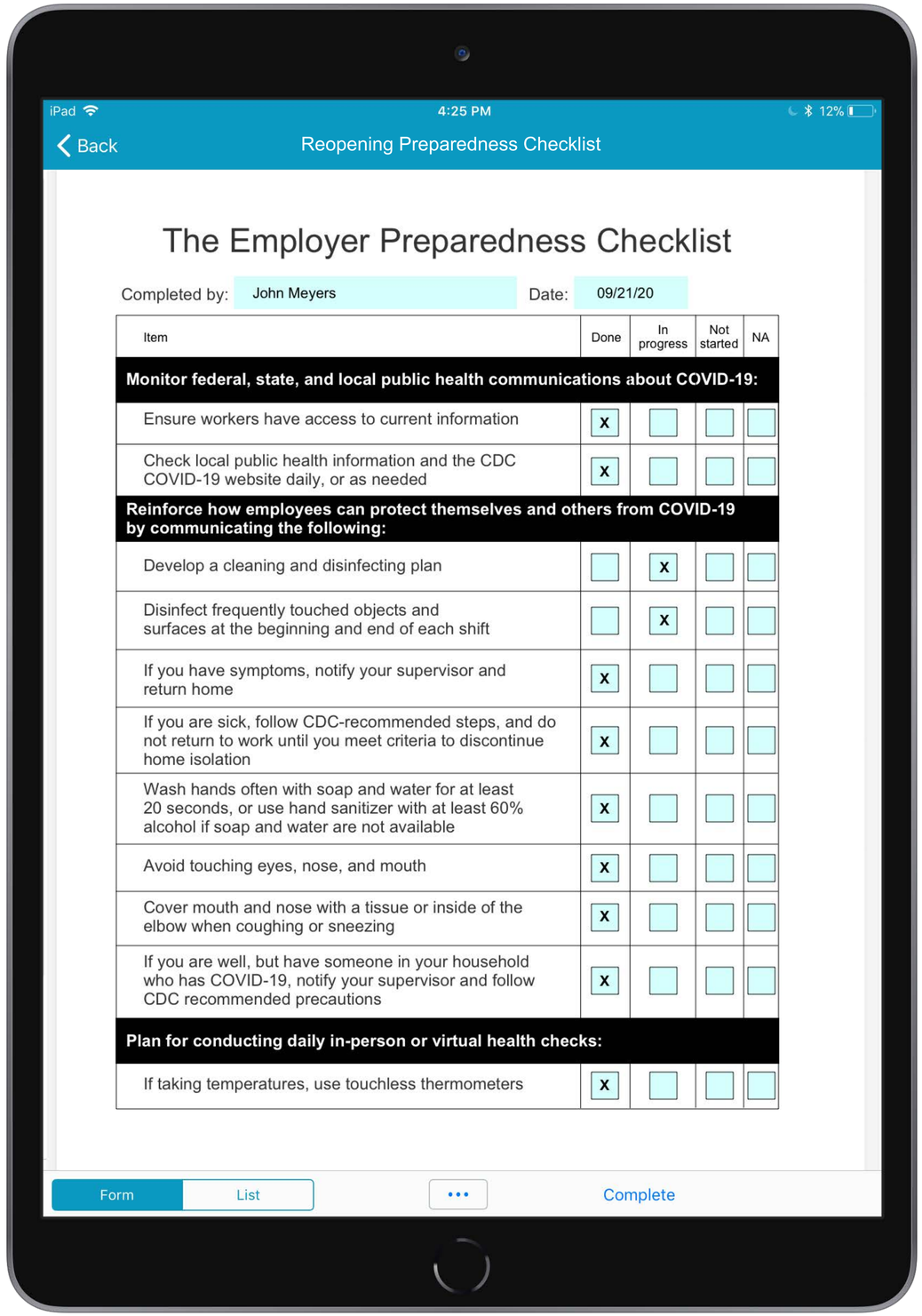
Employer Preparedness Checklist

Digital Employer Preparedness Checklists can help your business anticipate the needs of its employees, customers, and service partners. Digital checklists can be tailored to your operation's unique needs and can act as a roadmap for your reopening activities. These forms can feature steps for creating an employee communication plan, establishing travel policies, clarifying remote work options, and more.

A variety of digital fields and features can be used to further streamline the completion of checklist tasks. ***Checkbox*** fields can be utilized to rapidly track the completion of specific tasks. Form fields can be made ***Required***, ensuring critical tasks have been completed before a form can be submitted. Once a user has completed their section of the form, the form can be automatically transferred to another department or colleague – accelerating communication. Finally, checklists can be easily reported on, allowing for regular insight into the preparedness of departments, locations, franchises, and more.

KEY FEATURES

- *Checkboxes*
- *Required fields*
- *Automated form routing*
- *Reporting*



COVID-19 Self-Quarantine Request

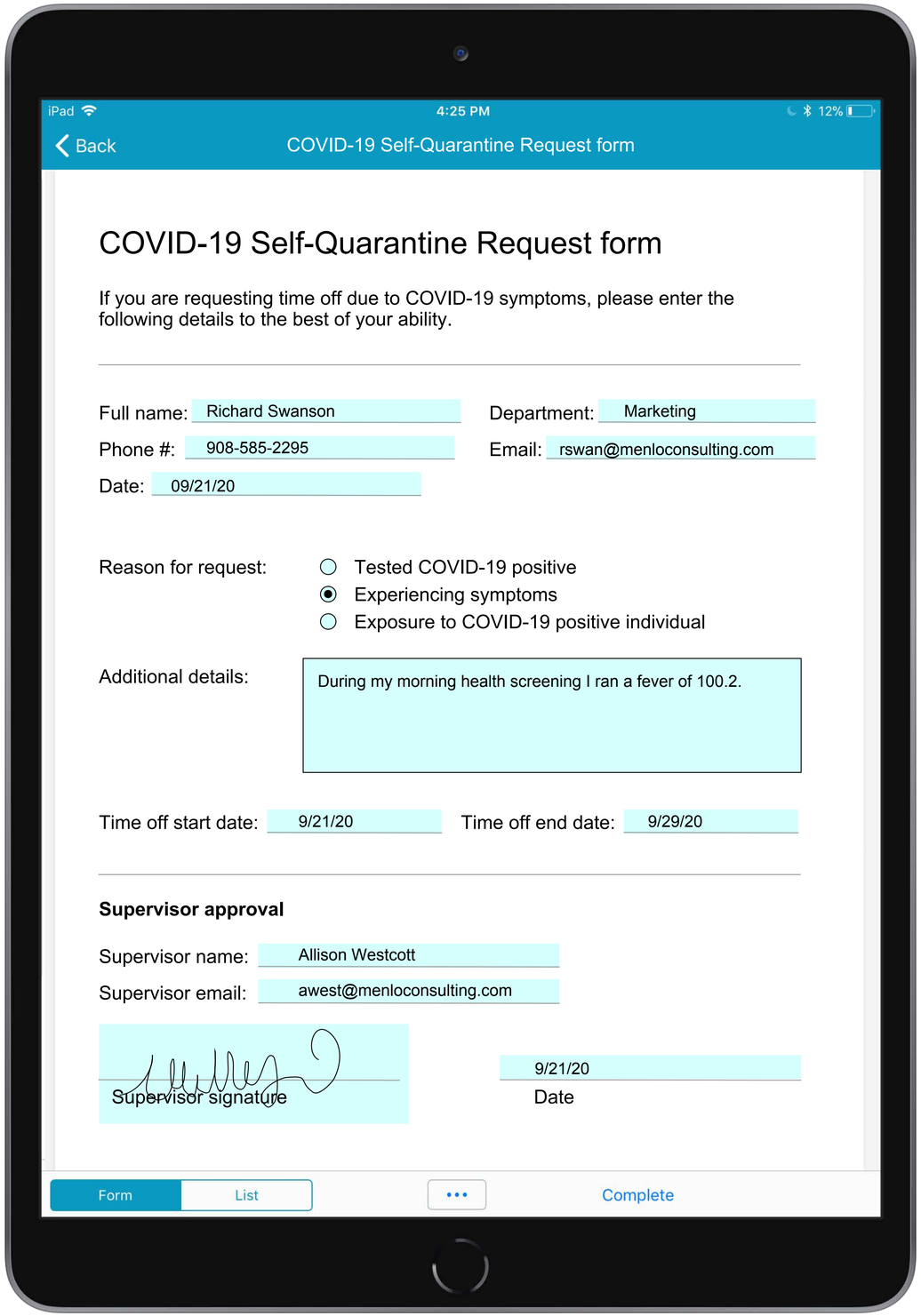
If an employee tests positive for COVID-19 or suspects they may have been exposed, they can easily submit their request for time off within the digital COVID-19 Self-Quarantine Request form.

When a digital COVID-19 Self-Quarantine Request form is generated, it can be configured to **instantly populate fields** with the employee's information, like their full name, address, job title, and supervisor. Using a ***Table*** equipped with ***Checkbox*** fields, employees can easily note which symptoms they are experiencing, with further details added within accompanying ***Text*** fields.

The digital COVID-19 Self-Quarantine Request form can also provide opportunities to efficiently track what colleagues, visitors, or customers, employees reporting symptoms may have interacted with. Digital data capture allows users to report on this information, improving your operation's ability to contact trace and prevent any further spread of COVID-19. Completed requests can be instantly routed to an employee's supervisor or HR, for their immediate review and approval. **ProTip**: Employee privacy is paramount. Be sure that only individuals with permissions to access such documents are the appropriate members of management or human resources.

KEY FEATURES

- *Checkboxes*
- *Signature fields*
- *Date fields*
- *Reporting*



Health Assessments

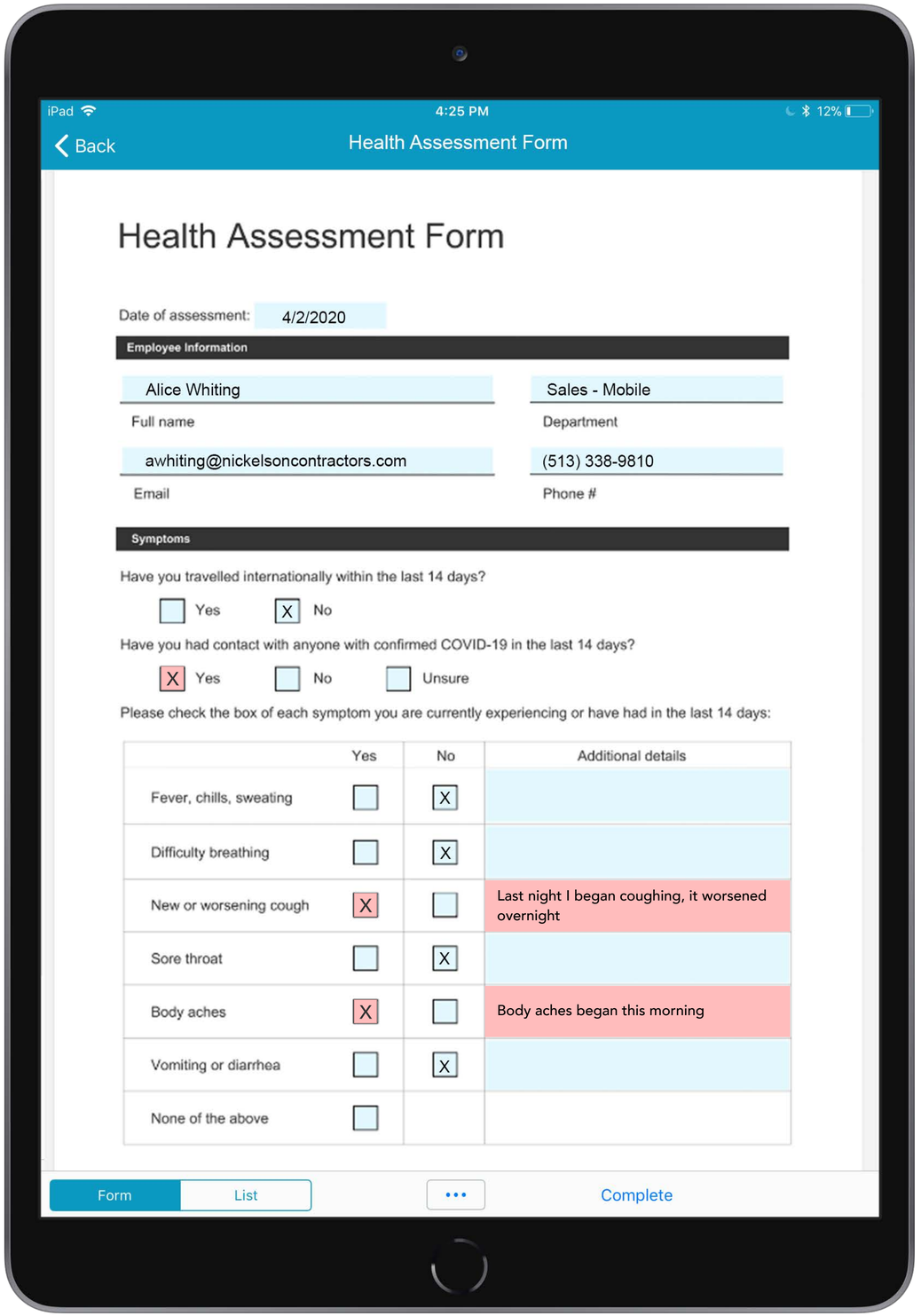
Digital Health Assessment forms are arguably the most important documents your business can provide to teams working on the frontline or receiving visitors. Acting as both a regular assessment of employee health and a pre-screening checklist for visitors to the workplace, digital Health Assessments capture critical details regarding any COVID-19 symptoms or exposure.

Digital Health Assessment forms make it easy to efficiently and thoroughly screen employees and visitors. Your digital form can instantly populate the date and time an assessment was generated. Via ***Drop Downs***, mobile form users can easily select their department, job position, or job site location, and instantly populate corresponding fields with highly accurate data (e.g. contact information, supervisors, location, and more). Via ***Required*** fields, critical fields included within your digital Health Assessment forms must be completed prior to form submission, effortlessly guaranteeing forms are completed thoroughly.

KEY FEATURES

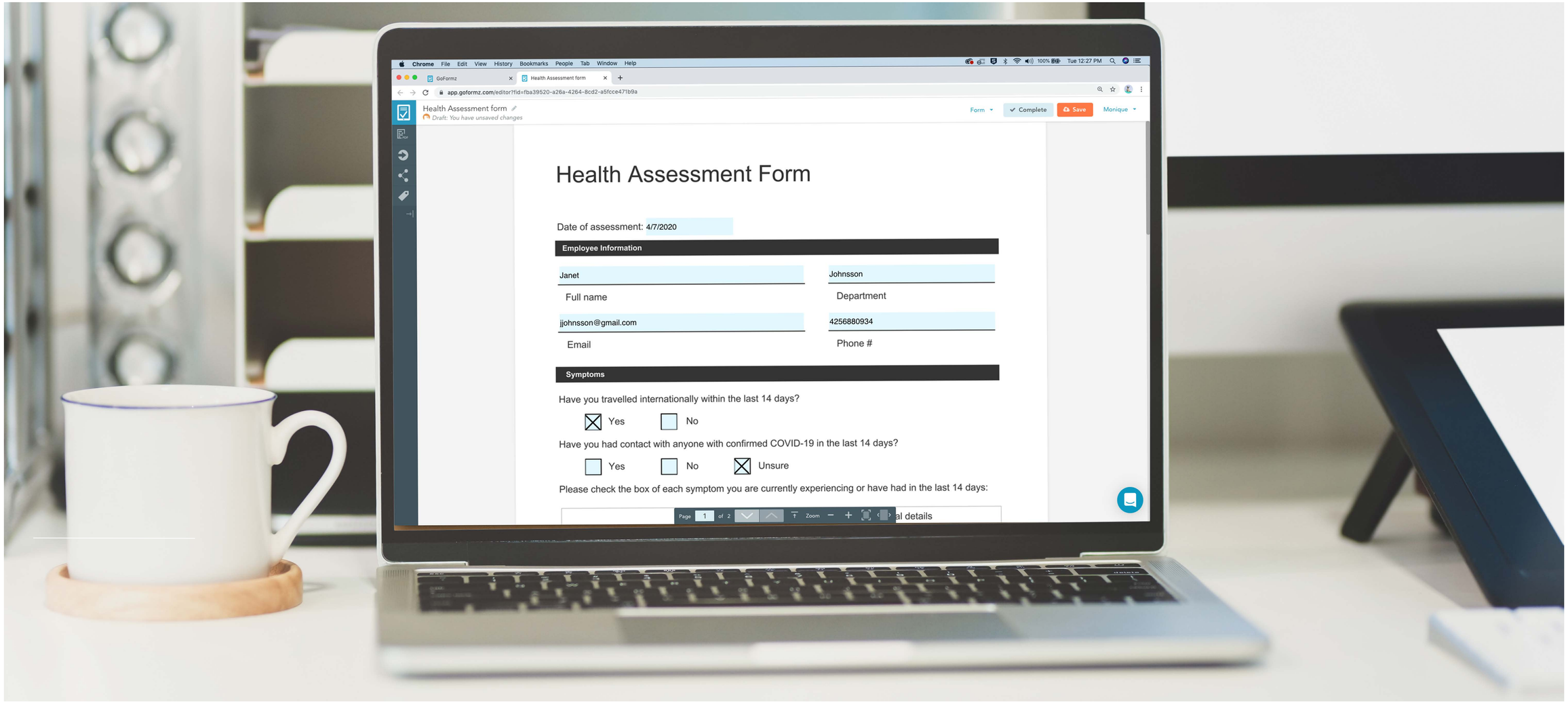
- *Checkboxes*
- *Required fields*
- *Automated form routing*
- *Reporting*
- *Conditional logic*
- *Date & Time*

With ***Checkbox Groups*** employees and visitors can quickly note the presence of specific symptoms. When paired with ***Conditional Logic*** and ***Calculations***, users can even be presented with additional instructions in response to a completed checkbox.



For example, if a user were to check a box signifying they are experiencing shortness of breath, your digital Health Assessment Form could then present them with instructions to consult their doctor or return home.

Using ***Automated Workflows***, completed forms can be instantly emailed to supervisors, ***Tagged*** with a user's name or department, or even uploaded to a connected application, like Box, Dropbox, or Google Drive. Your digital Health Assessment Form can also be configured to route a copy of the completed form to the employee's supervisor if specific ***Checkboxes*** have been selected, ensuring management is aware of any employee who may be experiencing COVID-19 symptoms.



Workplace Cleaning Checklists

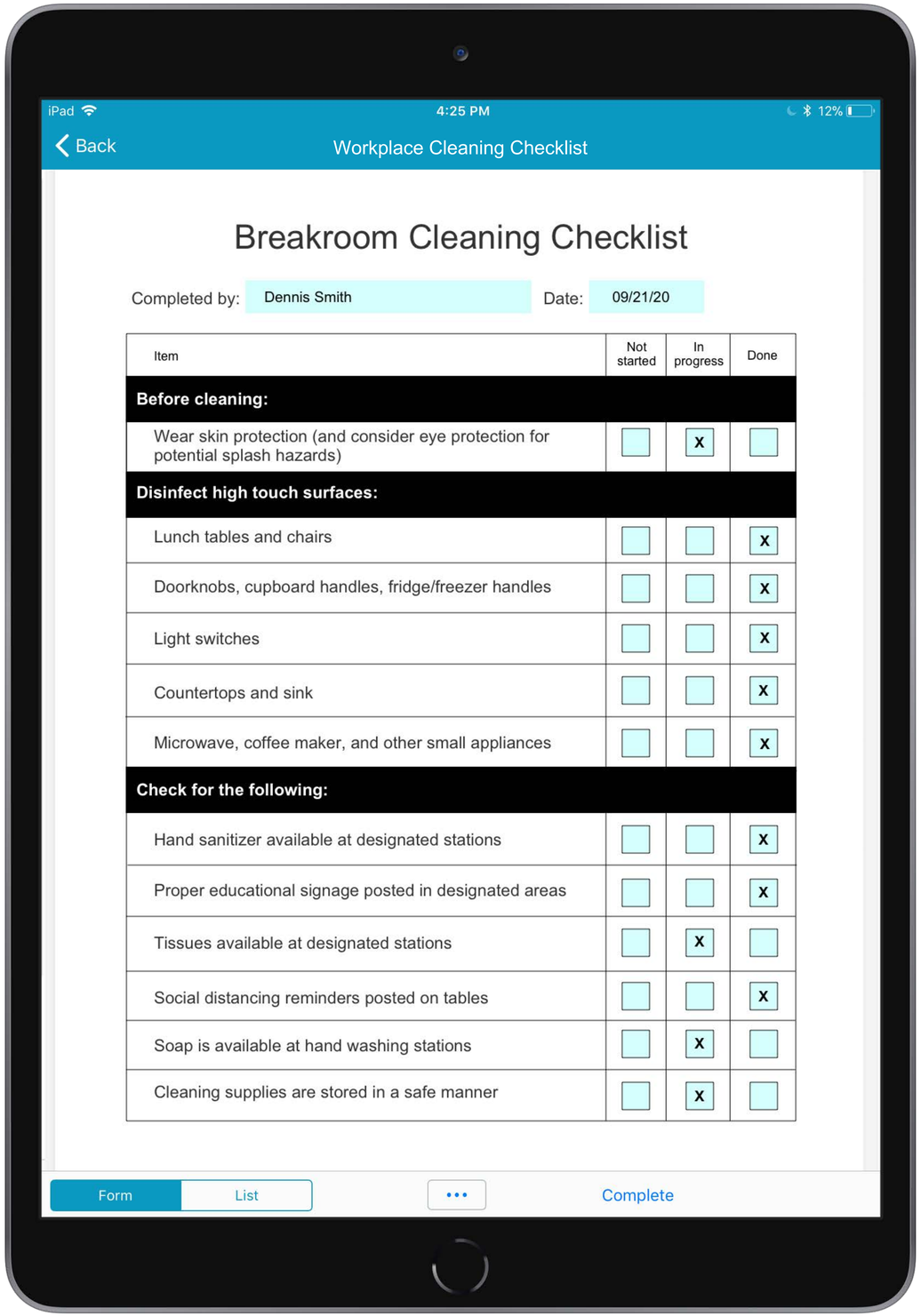
COVID-19 has changed how businesses approach safety and compliance. Ensuring the wellbeing of your staff must now encompass thorough sanitization efforts of shared spaces, like kitchens, meeting rooms, production spaces, and other common areas frequented by your team. Digital Workplace Cleaning Checklists can help your team monitor the cleanliness of workspaces and report any deficiencies or concerns.

Using ***Checkboxes***, your team can easily note the completion of cleaning tasks, as well as any hazards. With ***Image*** fields, users can easily input photographs to add visual context to collected data – directly from their device. These ***Images*** can be easily annotated to highlight key details. For example, if soiled personal protective equipment were found in a common area, the individual conducting the cleaning audit could easily include a photo, and even circle the PPE within the image. Once completed, digital Workspace Cleaning Checklists can be instantly routed to supervisors and connected systems (e.g. Box, Procore, Google Suite), or reported on, improving visibility into compliance efforts.

KEY FEATURES

- *Checkboxes*
- *Image fields*
- *Automated Workflows*

ProTip: Explore OSHA guidance for preparing shared workspaces for employees returning to work and apply tasks relevant to your workplace to your digital checklist.



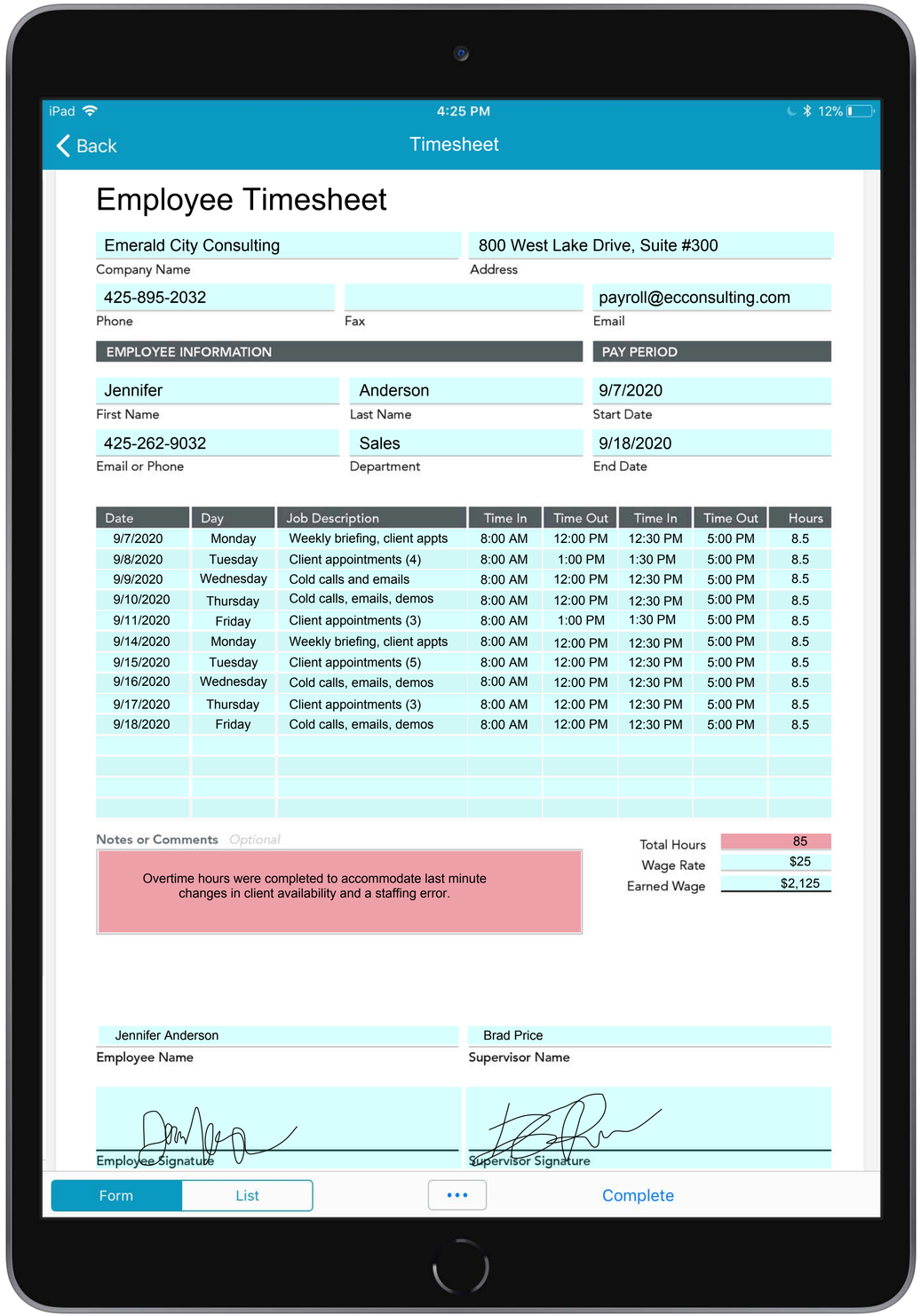
Timesheets

The Timesheet is a staple of many workplaces, but has become all the more important amidst the challenges of returning to work during a pandemic. With teams spread across their home offices, job sites, states, and even countries, the 'simple' task of collecting work hours and initiating payroll activities has suddenly become daunting.

Digital Timesheets provide businesses with an entirely new and streamlined approach to collecting work information. With digital forms, Timesheets can be generated anywhere, even while offline. Leveraging form logic, Timesheets can instantly populate a user's name, contact information, and location – accelerating form completion, improving accuracy, and eliminating opportunities for missing information or redundancies. ***Table*** fields can be used to organize shift information into clear line items, and can be equipped with ***Automatic Calculations*** to instantly and accurately total hours worked. Your digital Timesheets can even help to highlight overtime hours, leveraging logic to change the color of fields or make additional fields Required, in response to a certain number of hours worked. Via ***Automated Workflows*** and powerful integrations, completed Timesheets and submitted data can be used to update connected systems, like Quickbooks, Microsoft 365, Google Suite, and more – further streamlining and accelerating payroll activities.

KEY FEATURES

- *Table field*
- *Instant calculations*
- *Required fields*
- *Dynamic Field Properties*
- *Automatic Workflows*



Customer Use Case

Roadbridge & COVID-19 Screening Forms

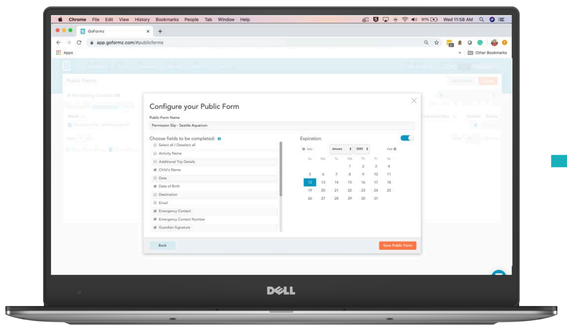
As the pandemic began its rapid spread across the globe, the management team at Roadbridge Engineering quickly established a COVID-19 taskforce to implement procedures to prevent the spread of the virus across their global sites and to limit employee exposure. These procedures include a digital health screening form, which Roadbridge requires visitors to complete before arriving at job sites. This screening form prompted visitors to answer questions regarding any flu-like symptoms they may be experiencing, recent travel, and more. Once completed, the screening form would be routed to the appropriate Roadbridge job site security team, who would either approve or deny their entry based on their answers.

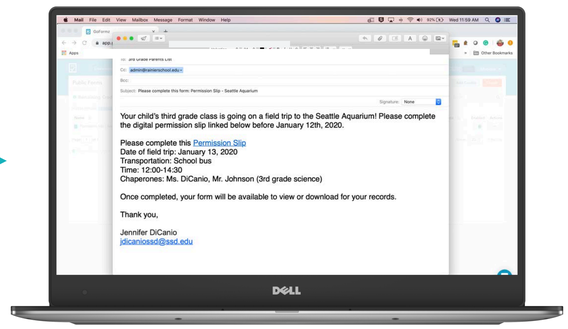
Roadbridge also created digital cleaning audit forms, to assess the cleanliness and compliance of shared workspaces, like breakrooms. These audits asked onsite personnel to verify that protective measures, like hand sanitizer stations, were present throughout these high-risk areas. Roadbridge management could then run regular reports across audit data, allowing them to more rapidly and precisely address workplace cleaning needs.

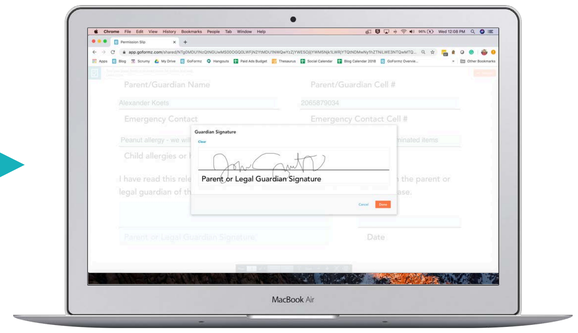
Collect forms and data from anyone, anywhere

With teams located across home offices, remote job sites, and re-opening office spaces, centralizing and structuring documents and data can feel like an impossible task. With digital forms and data capture, collecting information from colleagues, students, and other collaborators, doesn't have to be complicated. The GoFormz platform offers a ***Public Forms*** feature, which allows users to share links to their online forms with anyone, anywhere, to be filled out and completed. Once a ***Public Form*** has been submitted, the completed form and input data can be instantly accessed – eliminating delays and accelerating processing.

ProTip: Use the ***Public Forms*** feature to collect health screenings from visitors prior to their arrival.







Configure your Public Form

Select which form fields to make editable and set an expiration date

Share your Public Form

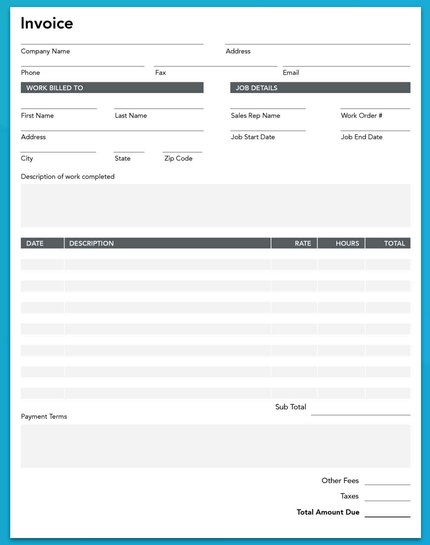
Send a link to your Public Form to individuals outside of your account

Collect signatures, data & more

Recipients can input Signatures and data, and submit their form

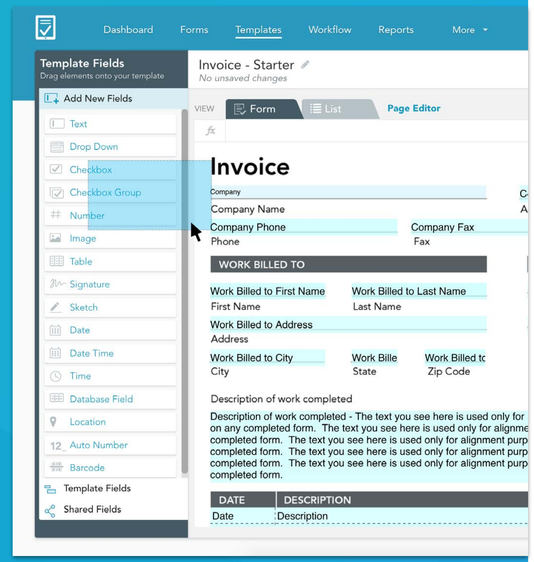
How the GoFormz platform works

1



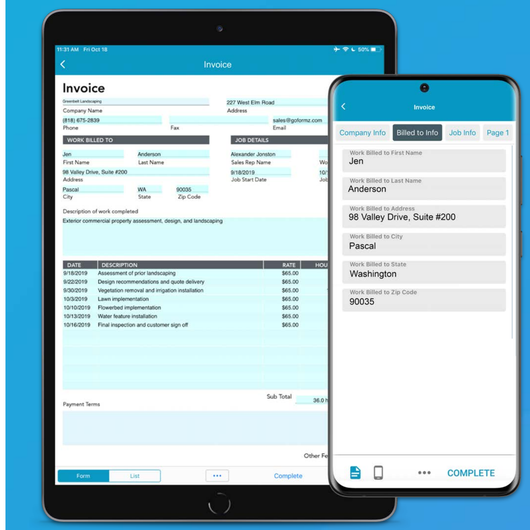
Upload a PDF or JPG of your form

2



Make your form interactive

3



Fill out forms in the mobile app or online

4

Send data wherever it needs to go!

Ready to get started? Test drive the GoFormz platform for free – visit us at www.goformz.com.