Quick guide to a Health Check in Microsoft Teams

1. Navigate to the General channel of your team.
2. Select the Files tab.
3. Click New > Forms for Excel document.

5. Click your new Excel document to open it
6. From the Insert tab, click Forms > New Form.

7. Give your form a Title and the following description; you can edit the description by clicking on the white space around the form title:

“As a requirement of the Province-wide Public Health Order and WorkSafeBC employees must confirm with their supervisor (or designate) that they have completed their daily health check, once each day, before entering the workplace. A record of the health check confirmation will be kept, however no personal or health information will be requested or retained.

If you do not meet the campus entry requirements, you should stay/return home, notify your supervisor, consult the BC COVID-19 self-assessment tool: https://bc.thrive.health/, and contact 811 or a health care professional.

8. **Add New > Choice** question: “I confirm that I have completed the daily health check, reviewed the entry requirements and meet the criteria to attend campus today.” With the answer **Yes**. Make the question **Required**.

   1. I confirm that I have completed the daily health check, reviewed the entry requirements and meet the criteria to attend campus today. *

   ○ Yes

9. Navigate back to your Team. In the tab bar, click the + to add a new tab. Click **Forms** and “**Add an existing form**” to find your newly-created form:

10. You can **Rename** the tab by clicking on the arrow or **change the tab order** by clicking and dragging the tabs.

11. Any team member can complete the form directly from the tab. **Please note:** Any authenticated UVic user who has the link to your form can submit a response to your form.
How to view responses and manage access

1. Navigate back to the Files tab and locate the Excel document that you created earlier. Click the document to easily view responses, who responded, and the date/time of their response. Sorting by Completion time is an easy way to search for respondents for each day. You can copy the link to this Excel spreadsheet and pin that to your supervisors channel or a chat for ease of tracking. Please note: By default, all members of your Team can view the responses to your form.

2. To restrict access so that only supervisors can view results, click the ellipses beside the document and “Open in SharePoint”

3. On the next page that opens, click the ellipses beside the document again and “Manage access”

4. By default, owners of the team are owners of the document. You may wish to revoke member or visitor permissions from viewing the document at all. They can continue to respond to your survey, but not see the results in the Excel doc.

For assistance in setting up your health check in MS Teams, please contact your DSS or the Helpdesk.