



COVID-19: Screening Checklist for all Visitors

Due to the coronavirus (COVID-19) pandemic, all visitors are required to complete this screening checklist. This is to help prevent the spread of COVID-19 and protect our staff.
Please answer all questions.

SYMPTOMS		
Have you got or had a temperature 37.8C or above (within the last 7 days)?	Y	N
Temperature taken - current temperature		
Have you a new, continuous cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)?	Y	N
Have you a change in normal sense of smell? It can also affect your sense of taste as the two are closely linked	Y	N

If answered YES to any of the above symptoms, please inform a member of staff immediately

HAND WASHING & PPE		
Have you washed your hands or used hand sanitiser on entry?	Y	N
Have you brought your own face covering?	Y	N

If NO please use the sanitiser on entry and use the face covering we have provided

CONTACT WITH CONFIRMED CASES		
Have you been in contact with a confirmed COVID-19 case and have been advised to self-isolate for 14 days?	Y	N

If YES, please inform a member of staff immediately

SOCIAL DISTANCING
ALL VISITORS MUST FOLLOW THE BELOW GUIDANCE WHERE POSSIBLE:
Maintain 2-metre distancing when talking to staff on site
Wash hands and/or apply hand sanitiser <u>REGULARLY</u>
Face coverings must be worn at all times when moving around the site

DECLARATION	I confirm the above is true to the best of my knowledge
Print Name	
Company Name	
Date	
Signature	
Visiting	
Visitor Book Entry Number	

F A C I N G T H E F U T U R E

Director: R S Moss BA (ECON)
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