

Email to be sent to all staff, contractors and visitors the day before they are due to enter the workplace. Each staff member, contractor and visitor must confirm that the statements are true and apply on the day prior to entering the workplace by adding their full name into the dated Declaration and return email to all staff, contractors and visitors. The list of all confirmed persons responsible person and entered into the Covid-19 Daily Health Check Log.

No Staff, Contractors or Visitors can enter the workplace unless you are in receipt of their confirmed Declaration email.

Email

Subject: COVID-19 Daily Health Check

Please add your full name to the email and return email. You will be attending the workplace on the day prior to entering the workplace.

If you are unable to sign the Declaration, you will not be able to enter the workplace on the day concerned. Please let us know this immediately by separate email.

You will not be admitted to the workplace on the day concerned. You will not be able to enter the workplace on the day concerned.

All staff are required to declare the following details: <<Workplace details>> .

DECLARATION

<<add in date of intended attendance>>

"I <<add in your full name here>> declare that to the best of my knowledge and belief on the above date that the date is the date that I will be attending the workplace on the day prior to entering the workplace." <<add in your full name here>>

1. I do not have a new confirmed or suspected Covid-19 infection.
2. I do not have a temperature of 38°C or higher.
3. I have not lost my sense of smell or taste.
4. I do not feel generally unwell.
5. I do not share a home with anyone who is now confirmed or suspected Covid-19.
6. I have not come into contact with anyone who is now confirmed or suspected Covid-19.
7. I have been complying with the company's social distancing rules at all times.

The 7 statements above are true and correct.

Please ensure your full name is included in the Declaration.

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