Email to be sent to all staff, volunt itors each day prior to entering the workplace during the coronavirus sent by email to all staff, volunteers, contractors and visitor due to attend the workplace. Then each staff member,volunteer ust confirm on the date of their intended attendance that all 7 stat ly on the relevant day. They confirm this by adding their full na ation and emailing itback to your office.The list of all confirmed Dec collated each day by the responsible person and entered in alth Check Declaration and Attendance Record.

No Staff, Contractors, Volunteers, ed to the workplace unless you are in receipt of their confirmed De ay.

Email

Subject: COVID-19 Daily Health C ate>>

Please add your full name to the a ck that the date is the date that you will be attending the workplac ed Declaration back to us by return email.

If you are unable to sign the Decla the statements apply to you then you will not be able to enter the wo let us know this immediately by separate email.

You will not be admitted to the wo sent us a confirmed Declaration for the day concerned.

All staff and volunteers are require status daily before attending/entering <<Workplace d

DECLARATION

<<add in date of intended attend

"**I <<add in your full name here> hat to the best of my knowledge and belief on the above date:**

1. **I do not have a new conti**
2. **I do not have a temperatu**
3. **I have not lost my sense**
4. **I do not feel generally un**
5. **I do not share a home wi solating;**
6. **I have not come into con s now confirmed or suspected to be positive for Covid-1**
7. **I have been complying w nt's social distancing rules at all times.**

The 7 statements above are true day's date."

Please ensure your full name is in aration.

SAMPLE

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