

COVID-19 Specific Visitor and Employee Health Questionnaire

The safety of our employees, supplier partners, customers, families and visitors remain our overriding priority. As the Coronavirus disease (COVID-19) outbreak continues to evolve and spreads globally, we are monitoring the situation closely and will periodically update company guidance based on current recommendations from the UK Government and the World Health Organization.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors, we are conducting a simple screening questionnaire. Only business critical visitors are permitted at our site at this time. Where a business is currently closed, all team members including Management should complete this form **prior** to re-commencing work.

This questionnaire only covers COVID-19 and should not be used to cover other suspected illness symptoms, such as vomiting and diarrhoea. A normal return to work questionnaire should be used for any normal fitness to work concerns, such as vomiting or diarrhoea.

Details will be securely stored for 21 days and may be used as part of the NHS Test and Trace programme if required.

Health and welfare				
Have you experienced of the following cold or flu-like symptoms in the last 14 days?	Yes	No	If yes, when did you last experience symptoms?	If yes, have you self-isolated for 10 days?
Fever				
Cough				
Sore Throat				
Respiratory Illness				
Difficulty Breathing				
Loss of sense of smell or taste				
Positive COVID19 test result indicating that you had the virus <i>at the time of testing</i>			Test date:	
Any persons who have experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing) should be denied access. They may return once they have self-isolated for 10 days, free from symptoms. Please then complete another medical form and store with this one.				

Caring for and living with others			
Have you had close contact with, or cared for, someone diagnosed with COVID-19 or suspected COVID-19 within the last 14 days	Yes	No	If yes, when did you last have contact with them?
Any persons who have had close contact with or cared for someone diagnosed with COVID-19 or suspected COVID-19 should be denied access – they may return once they have self-isolated for 14 days, free from symptoms. Please then complete another medical form and store with this one.			

Overseas travel				
Have you been abroad in the last 28 days? If yes, note which country and please indicate when your self-isolation period began (if required – see below)	Yes	No	Countries of travel	If yes, when did your self-isolation begin
Have your housemates been abroad in the last 28 days? If yes, note which country and please indicate when your self-isolation period began (if required – see below)				
Any persons who have been overseas or in contact with someone who has been overseas should self-isolate for 14 days and only attend work once they have been clear of symptoms for 14 days. Please then complete another medical form and store with this one. Travel from some countries may not require self-isolation, please see government coronavirus travel advice for the latest information.				

Employees only: Vulnerable groups

	Yes – please specify	No
Are you currently experiencing any of the health conditions listed below relating to either clinically extremely vulnerable or clinically vulnerable considerations?		
Can the job role be adjusted to allow working from home?	Yes	No
Can the job role be adjusted for those who are clinically vulnerable to allow 2m distancing? Note: Those who are clinically extremely vulnerable are recommended to stay at home	Yes	No

Being part of a vulnerable group does not mean that an individual is not capable of performing their role, but rather due to underlying health conditions it may be safer for them to work from home or remain away from work. This is particularly important for those on the clinically extremely vulnerable list.

If a member their household is on the clinically extremely vulnerable or clinically vulnerable list then it is not necessary for the team member to also shield, but instead steps for their safe return should be discussed. Further Government advice is available [here](#).

Clinically Extremely Vulnerable (shielding list)

Solid organ transplant recipients.

People with specific cancers:

- people with cancer who are undergoing active chemotherapy
- people with lung cancer who are undergoing radical radiotherapy
- people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- people having immunotherapy or other continuing antibody treatments for cancer
- people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs

People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).

People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell).

People on immunosuppression therapies sufficient to significantly increase risk of infection.

Women who are pregnant with significant heart disease, congenital or acquired.

People who fall in this group should have been contacted to tell them they are clinically extremely vulnerable.

Clinically Vulnerable

aged 70 or older (regardless of medical conditions)

under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab as an adult each year on medical grounds):

- chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy
- diabetes
- a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets
- being seriously overweight (a body mass index (BMI) of 40 or above)
- pregnant women

Approved to return to work (circle one)	Yes	No
Employee / Visitor Signature		Date:
Visitor Contact Number		
Manager Signature:		Date:

Please store completed forms in a secure location and in line with your company GDPR policies.

Should you have any further questions or require clarity, please contact your Client Manager or the SureFoot Solutions safety support helpline on info@surefootsolutions.com or 020 7434 4535.