

## Visitor Sign In Policy

All visitors and contractors must read the following and complete the COVID-19 Medical Questionnaire prior to entering site. By signing this policy it states that you have read, understood and will conform with the information.

### Physical Distancing

Whilst on site you must practice physical distancing of a minimum of 2m from anyone else and wear [a face covering on site](#) at all times and we.

If physical distancing is not possible for the purpose of the visit then this visit must not go ahead and a time arranged for when it is feasible.

The manager on duty will lead you to the area/s required. Ensure that you follow from the required distance.

You must make sure the manager on duty is aware of area/s you require access to and allow them to make arrangements for these areas to be clear of team members or other people who might be onsite for the time period required.

The Fire Escape Routes Are:	
Smoking is not permitted anywhere except:	
The nearest toilets are located:	
The Fire Alarm is tested on:	

ALL visitors must fill out the following:

Date	Time in	Time out	ID Checked	Company	Name & Phone Number (require mobile number for track & trace purposes)	I have read & understood the above and completed medical questionnaire (sign)	Reason for visit
	:	:	<input type="radio"/>				
	:	:	<input type="radio"/>				
	:	:	<input type="radio"/>				
	:	:	<input type="radio"/>				
	:	:	<input type="radio"/>				
	:	:	<input type="radio"/>				
	:	:	<input type="radio"/>				
	:	:	<input type="radio"/>				
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	:	:	<input type="radio"/>				
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