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| Covid-19 Visitor / Contractor Questionnaire |  |

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| VISITOR DETAILS – To be filled in by laboratory visitor | |
| Visitor Name and Phone Number | Click or tap here to enter text. |
| Company Name | Click or tap here to enter text. |
| Site and Department Visiting | Click or tap here to enter text. |
| Date of Visit | Click or tap to enter a date. |
| Expected time onsite | 15:09 |
| Expected time offsite | 15:09 |
| LABORATORY CONTACT DETAILS – To be filled in by WSCL staff | |
| WSCL Contact Name and Email | Click or tap here to enter text. |
| **screening questions / Statements** These questions must be completed and sent to the WSCL contact above BEFORE any visitor / contractor comes on site | |

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| Item | Response | Action | |
| Have you travelled overseas in the last 2 weeks? | Y  N | If the answer to any of these questions is yes, the visitor should not come on site.  Further discussion with the Q&S Officer and / or Clinical Microbiologist is required. | |
| Have you been in contact with a confirmed Covid-19 case? | Y  N |
| Do you have any symptoms of cold, fever, cough or breathlessness? | Y  N |
| If you have answered No to the above questions please read the safety instructions below and indicate you have read and understood each section by checking the box | | | |
| PPE  All contractors working on site must wear PPE. The level of PPE required may be different for each task and will be stipulated by the HOD. This may include a lab coat, gloves, eye protection etc. PPE will be provided by WSCL | | |  |
| Social Distancing  All contractors / visitors must maintain a 2M distance from others where possible. Where this is not possible, interactions shall be brief. | | |  |
| Covid-19 Contact  If it is established within 14 days of the visit that the visitor is confirmed positive for Covid-19, then the visitor will contact the WSCL contact named above. Likewise, if any WSCL staff member present at the time of the visit are confirmed positive, WSCL will notify the visitor directly. | | |  |
| Hygiene  Standard laboratory hygiene applies. Please ensure hands a cleaned regularly, hand washing basins can be found at the entrance / exits, hand sanitizer is freely available. Hands must be washed before leaving the laboratory. | | |  |
| Contractor Sign: | | **Date:** | |