**Visitors and Contractors Covid-19 Return to Work Extended Questionnaire – Additional Considerations**

*(These are questions in addition to your Visitor/ Contractor questionnaire with respect to the 2020 COVID-19 Pandemic.)*

Suggestions for questions that need to be asked of Visitors and Contractors during visits to workplaces in a non-clinical setting.

*This questionnaire should give in depth information about whether a Visitor or Contractor be allowed to attend the workplace.*

**Evaluate** (*These questions are to help consider what the Visitor/Contractor is expected to do once in work and do these requirements affect the level of risk?*)

|  |  |  |
| --- | --- | --- |
|  | **Tick** | **Effect to consider *Examples are given*** |
| Is the Visitor/Contractor required to undertake significant physical work? |  | *E.g. Will wearing a face covering or RPE be required and will this affect the individuals’ ability to perform the work? Has this been covered in their RAMS?* |
| Is the Visitor/Contractor required to complete work requiring close contact to others? |  | *E.g. Will this person be required to perform face fit testing of RPE? Has this been covered in their RAMS?* |
| Can the Visitor/Contractor maintain social distancing if returning to the workplace (ie 2 metres from others) either by their standard work or by making some temporary adjustments? |  | *E.g. Individual lifting operations where previously there where two person lifting man increase the manual handling risk. Has this been covered in their RAMS?* |
| Is the attendance of the Visitor/Contractor necessary? |  | *E.g. Is this a compliance visit or a maintenance function?* |
| Does the Visitor/Contractor **live with/in** a hotspot area of transmission/with multiple others/Key frontline NHS workers?  (*Are they a higher risk to be exposed to Covid-19*) |  | *E.g. If an Visitor/Contractor is identified living within a hotspot/Living with multiple others/Key or frontline NHS workers and therefore at a high risk, consider ongoing monitoring/reporting of health conditions to ensure symptoms are picked up early if they are going to be a frequent visitor to site* |

*Section A – Please provide information on the following details if you were* ***infected with or came into direct contact with others infected with Covid-19***

|  |  |  |
| --- | --- | --- |
|  | Please comment as appropriate | |
| Did you display flu like symptoms, raised temperature or a new persistent cough?  If you were displaying symptoms – on which date did these first appear? (Please be as accurate as possible)  *(You need to check dates to ensure that infection has passed or whether you think the visitor/contactor may be asymptomatic.)* | Yes | No |
| Did a member of household display symptoms?  On which date did their symptoms appear?  (*Is this beyond the 14 day isolation time period required if someone in their household shows symptoms of Covid-19?*) |  | N/A |

*Section B – Current Health Conditions*

|  |  |  |
| --- | --- | --- |
|  | Please comment as appropriate | |
| Do you have any other health concerns currently? | **Yes** | **No** |
| On what date were flu-like symptoms last evident?  (*Consider has the Visitor/Contractor sufficiently recovered*) |  | **N/A** |
| If relevant, what was the last date other members of the household displayed symptoms? |  | **N/A** |
| For how many days have you and **all members of your household** felt totally well?  (Consider has the Visitor/Contractor sufficiently recovered to be allowed onto site? *Have they recovered between either the 7 or 14 day isolation periods?*) |  | **N/A** |

**NOTES**

* *It is important that the declaration is signed and dated and that the company privacy declaration is clearly stated.*
* *Risk Assessments and Method Statements supplied by contactors should be carefully reviewed to ensure that the contactor has sufficiently address the risks of transmission of COVID-19 with regard to the work that they are employed to carry out. There should be clear indications of the control measures employed and you should check throughout the visit or on the permit to work that the contractor is undertaking the measures they stated*
* *Visitors should be asked to wipe any equipment/notepads they have bought with them with antiviral wipes and only bring essential items onto site. Mobile phones/Laptops, where permitted, should also be wiped with antiviral wipes as they are often placed on desks or hard surfaces during meetings.*

**Further Information that should be conveyed to Visitors/Contractors:**

* Give clear indication to **Stay at home if you are unwell**
* Make clear that measure have been implemented for the safety and wellbeing of Visitors/Contractors and for those of the workforce
* Inform that those who do not adhere to measure put in place will be removed from site
* Everyone must self-assess their health prior to attending work.
* Indicate that Visitors and Contractors will not be permitted to come to work if anyone in their household has any COVID19 symptoms.
* Communicate clearly the exact Covid-19 procedures that Visitors/Contractors will be required to adhere to during their period in the workplace – Consider that this may be additional to an already existing induction process
* Clearly communicate the location of facilities to ensure good hygiene practice
* Communicate clearly the physical checks put in place (such as temperature checks) and how these will be undertaken
* Visitors/Contractors should bring their own personal protective equipment specific to the job to be undertaken – PPE requirements in addition for Covid-19 as specified by the company, should be supplied by the company