



All access points should be locked and manned by security from a distance of at least 1 m away (a mark can be made indicating this); the security staff should enquire from the visitor if they have an appointment.

If they do, a phone call must be made by the security staff to the visitor's recipient to confirm this. This should be done while the security staff is at a safe distance.

If the visitor does not have an appointment, the security officer should enquire from the visitor who they would like to see; and the relevant visitor's recipient should be contacted to see whether further protocol can be followed to allow access for the visitor.

Once it has been confirmed by the visitor's recipient that the visitor should be allowed to enter the premises, the visitor is then allowed onto the property by the security staff. Hand sanitiser should be given to the visitor.

The visitor should be asked to fill in the questionnaire with the pen allocated for visitors only. All this should be done while maintaining the appropriate social distance between the security staff and the visitor.

Once the questionnaire has been filled in by the visitor, the questionnaire should be showed (but not handled) by the security staff. The security staff should review the questionnaire and if there are any 'yes' answers; the visitor's recipient should be informed and the visitor advised to seek medical attention and asked to leave the premises.

If the security staff review the questionnaire, and all responses are 'no' the visitor's recipient should be contacted to collect the visitor from the security area and the visitor should be escorted to the meeting venue. On entering the building, the visitor should again sanitise their hands at the entrance of the building.

After the meeting, the visitor's recipient should escort the visitor to the security point. Hand sanitiser should be given to the visitor before exiting the premises

At the end of the shift, the security staff should close the box containing all the questionnaires and these should be given to the security coordinator for scanning and retention prior shredding. The security coordinator should ensure that their hands are washed before and after scanning and shredding of the questionnaires.

COVID-19 Self-Declaration for entry into the workplace

Access is subject to completing this document.

Name and Surname			
Cellular number			
Reason for visit			
Name of person being visited			
1. Have you travelled internationally in the last 14 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. Have you been in contact in the last 14 days with someone who is confirmed to have COVID-19	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3. Are you currently suffering from any of the following symptoms?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Fever	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cough	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Sore throat	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Body pains / headache	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Shortness of breath	<input type="checkbox"/> Yes	<input type="checkbox"/> No

DECLARATION

I hereby declare to the best of my knowledge that the information disclosed is correct at the time of completion. I further undertake to inform the _____ (name of business) should I be diagnosed with COVID-19 within the next 14 days so as to facilitate contact tracing.

Date	Signature

Please note, the _____ (name of business) reserves the right of access to our facility.