

## **COVID-19 VISITOR NOTICE**

### **WHAT TO EXPECT WHEN COMING TO OUR SITE**

**Due to the current Covid-19 situation, Stafford Engineering have implemented a number of strict measures and protocols to help protect our employees and visitors, and to assist in preventing the spread of the virus. This document highlights the key measures that will affect our visitors coming to our sites and must be adhered to throughout alert levels two and three. We would appreciate your cooperation in the implementation of these measures and hope that we can work together throughout a difficult time.**

- Our premises will operate on restricted access with deemed essential visitors only, and strictly by arranged appointment only.
- Before access to site is permitted, all visitors must read this notice and complete our Covid-19 Visitor Register along with our health declaration. The “time out” column must also be filled in upon leaving. The individual’s details will be logged on the Covid-19 Visitor Register irrespective of them gaining access to ensure a record has been kept if required by the Ministry of Health for contact tracing purposes.
- All visitors to Stafford Engineering must sanitise their hands upon entry, including workshop, reception areas and inwards goods offices.
- Where possible, truck drivers and those collecting or delivering orders must remain in their vehicles until they have alerted the assigned individual of their presence and they have been greeted. Under no circumstance are visitors to be walking around the site to find someone.
- Where the above point cannot be achieved, the inwards goods area will be operating on a strict one in, one out policy, adhering to physical distancing.
- Drivers should remain in their vehicles while the product is being loaded or unloaded, if the load allows it.
- Any PPE used by visitors must be placed in the “Used PPE” basket to allow for sanitisation and cleaning.
- As part of our return to work program all visitors must adhere to these requirements.

We trust you understand the importance of such protocol to ensure we protect our staff and visitors and do not create unnecessary exposure / spread of the Covid-19 virus. For customers, where possible and practical we encourage you to request your product be delivered rather than collect from our site. As the national / global situation improves we look forward to returning to BAU as quickly as possible and will keep you updated along the way. If you have any queries or concerns please contact us.

# STAFFORD ENGINEERING CONTACT TRACING AND HEALTH DECLARATION FORM FOR ESSENTIAL VISITORS & CRITICAL CONTRACTORS



In the interests of our team's health and safety during the Covid-19 outbreak, we are requesting all visitors and contractors to our site to provide the following information:

Name \_\_\_\_\_

Organisation \_\_\_\_\_

Visiting \_\_\_\_\_

Address arriving from \_\_\_\_\_

Next address going to \_\_\_\_\_

Time in \_\_\_\_\_

Time out \_\_\_\_\_

Please circle one

Have you had suspected or confirmed Covid-19 symptoms in the past 14-days with or without fever (see list below)?	YES	NO
If yes, detail below:		
a. Cough	YES	NO
b. Sore throat	YES	NO
c. Shortness of breath	YES	NO
d. Runny nose or sneezing	YES	NO
e. Temporary loss of sense of smell	YES	NO
Have you had close contact with a Person with suspected or confirmed Covid-19 symptoms in the past 14-days?	YES	NO
Do you have any other health concerns at the moment, or pre existing risk factors?		
a. Age (70+)	YES	NO
b. Pregnancy	YES	NO
c. Clinical condition	YES	NO
d. Other underlying health condition	YES	NO

Contact phone number  
(or please attach a business card) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_