

COVID-19 Visitor Checklist / Track and Trace Record

The safety of our pupils, staff, families and visitors is our overriding priority and as Coronavirus (COVID-19) is still prevalent, we are monitoring our visitors closely based on advice from the government and the World Health Organisation. Only essential visitors are permitted to enter school at this time.

To try to prevent the spread of COVID-19 and reduce the risk of potential risk of exposure to our school community and visitors, we ask you to complete this short screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in school. Please read the accompanying Privacy Statement.

Visitors Name:	Contact Number:	Email Address:
Company:	Person Visiting:	Purpose of Visit:

Self-declaration completed by visitors			
		YES	NO
1	Have you been in close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?		
2	Have you experienced any cold or flu-like symptoms in the last 14 days (to include high temperature, cough, sore throat, loss of taste, shortness of breath)?		
3	Have you had cause to self-isolate within the last 28 days?		

If you answer “yes” to any of the questions, you will not be permitted to enter the school building.

Signature of visitor: _____ Date: _____

The information collected on this form will only be used to determine access to the school building and as a record of visitor details for track and trace purposes. This information will be dealt with confidentially in accordance with GDPR, and destroyed securely once destruction is carried out.

Thank you for your support at this time.

Access to school (circle one):

Approved

Denied