

Email to be sent to all staff, contractors and visitors the day before they are due to enter the workplace. Each staff member, contractor and visitor must confirm that the statements are true and apply on the day of intended attendance by adding their full name into the dated Declaration and return email. Declarations should then be collated and entered into the Covid-19 Daily Health Check Log.

No Staff, Contractors or Visitors can enter the workplace unless you are in receipt of their confirmed Declaration email.

## Email

Subject: COVID-19 Daily Health Check

Please add your full name to the email and return email. You will be attending the workplace on the day of intended attendance.

If you are unable to sign the Declaration, you will not be able to enter the workplace on the day of intended attendance. Please let us know this immediately by separate email.

You will not be admitted to the workplace on the day of intended attendance for the day concerned.

All staff are required to declare the day of intended attendance. <<Workplace details>> .

## DECLARATION

<<add in date of intended attendance>>

"I <<add in your full name here>> declare that to the best of my knowledge and belief on the above date, the following statements are true and apply on the day of intended attendance."

1. I do not have a new confirmed Covid-19 infection.
2. I do not have a temperature above 38°C.
3. I have not lost my sense of smell or taste.
4. I do not feel generally unwell.
5. I do not share a home with anyone who has been confirmed or suspected to have Covid-19.
6. I have not come into contact with anyone who has been confirmed or suspected to have Covid-19.
7. I have been complying with the Government's social distancing rules at all times.

The 7 statements above are true and apply on the day of intended attendance.

Please ensure your full name is included in the Declaration.

day prior to entering the workplace. Each staff member, contractor and visitor must confirm that the statements are true and apply on the day of intended attendance by adding their full name into the dated Declaration and return email. Declarations should then be collated and entered into the Covid-19 Daily Health Check Log.

No Staff, Contractors or Visitors can enter the workplace unless you are in receipt of their confirmed Declaration email.

<<add in date>>

Please check that the date is the date that you will be attending the workplace on the day of intended attendance. Please return Declaration back to us by the day of intended attendance.

If you are unable to sign the Declaration, you will not be able to enter the workplace on the day of intended attendance. Please let us know this immediately by separate email.

You will not be admitted to the workplace on the day of intended attendance for the day concerned.

All staff are required to declare the day of intended attendance. <<Workplace details>> .

"I <<add in your full name here>> declare that to the best of my knowledge and belief on the above date, the following statements are true and apply on the day of intended attendance."

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Please ensure your full name is included in the Declaration.