**Visitors and Contractors**

**COVID-19 Self Declaration Form**

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| **Name of Visitor/Contractor:** |  |
| **Company Name:** |  |
| **Name of Academy Representative:** |  |
|  |  |
|  |  | **Pick Tick ( ✓ )** |
|  |  | **YES** | **NO** |
|  | **Are you deemed to be at an elevated risk of harm from COVID-19 or not, i.e. Clinically Extremely Vulnerable, Clinically Vulnerable, and/or Black Asian Minority Ethnic (BAME)?*** If so, what additional mitigating safety control measure do we need to consider with what is already in place to ensure your health, safety, and wellbeing whilst on the Academy’s premises?

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|  | **Are you experiencing any symptoms of COVID-19 or have you experienced any COVID-19 symptoms within the last 14-days?****NOTE:** “*The incubation period for COVID-19, which is the time between exposure to the virus (becoming infected) and symptom onset, is on average 5-6 days, however, can be up to 14 days. During this period, also known as the ‘pre-symptomatic’ period, some infected persons can be contagious. Therefore, transmission from a pre-symptomatic case can occur before symptom onset.*” **World Health Organisation (WHO)** |  |  |
|  | **Have you been in close contact/proximity with any person who has been tested positive for having COVID-19 within the last 14-days?****NOTE:*** NHS Test and Trace define ‘***close contact***' as:
	+ *Having face-to-face contact with someone less than 1 metre away.*
	+ *Spending more than 15 minutes within 2 metres of someone.*
	+ *Travelling in a car or other small vehicle with someone, even on a short journey, or close to them on a plane.*
* The Trust’s Health and Safety Section define ‘***close proximity***’ as:
	+ *Sharing the same space/room/area/enclosure regardless of whether or not the 2-metre social distancing, personal and respiratory hygiene, and cleaning regimes have been upheld and maintained.*
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|  | **Have you been briefed on the Academy’s protocols for reducing the risk of COVID-19 transmission, i.e. your moral and legal obligations for maintaining social distancing, personal and respiratory hygiene, and report any hazards that may elevate the risk of COVID-19 transmission?** |  |  |
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| **NOTE:** Anyone answering ‘**yes**’ to **points (2)** and/or **(3)**, and/or ‘**no**’ to **point (4)** above **should not be permitted to sign in or even given authorisation to enter the Academy’s premises**. |
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| **Visitor/Contractor Signature:** |  | **Date:** |  |