**Visitor/Contractor Covid-19 Questionnaire**

To ensure the Safety & Health of all staff and people interacting with CSO locations, visitors and contractors that attend any of the CSO locations are required to complete a Visitor/Contractor COVID-19 Questionnaire at reception before they can enter the building.

**You should not attend the office if you have been advised to self-isolate, cocoon, have confirmed or suspected COVID-19 or its symptoms.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Company:** |  |
| **Mobile:** |  | **Date:** |  |
| **Reason for visit:** |  | **CSO contact:** |  |

Please read and answer Yes or No to the following questions:

|  |  |
| --- | --- |
| 1. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? (Y/N) |  |
| 1. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms, loss of sense of smell/taste now or in the past 14 days? (Y/N) |  |
| 1. 3.Have you been in contact with someone who has tested positive for COVID-19 in the last 14 days? **(Y/N)** |  |
| 1. Have you been advised by a medical professional to self-isolate, restrict your movements or cocoon? **(Y/N)** |  |
| 1. Have you complied with all required control measures on return from a country outside of those covered by the Digital COVID-19 Certificate (DCC), such as completion of a passenger locator form, restriction of movement or proof of negative PCR test? (Y/N) |  |

**If you answered Yes to any of questions 1-4 above, do not enter any CSO office.**

**NOTE:** When on site, please adhere to our on-site standard processes/procedures regarding infection control, i.e. hand washing/hand sanitising and general coughing/sneezing etiquette

I have read and understand the CSO house rules for the location that I am attending**.**

**Signature Visitor: Date:**

This data is being collected at the direction of the HSE and will only be used for the purpose of COVID-19 contact tracing and for no other purpose. It will be retained for no longer than 4 weeks and will be accessed only if required for Contract Tracing purposes.