**Covid-19 daily health declaration**

Insert company logo and details here.

[This template may be used to gather a daily health declaration from workers and visitors as part of the reception sign-in process. Preferably it should be sent by email or implemented as an online form, rather than as a physical paper form.]

*Name:  
Date:*

Visitors should also complete…

*Company/Production:  
Visiting:  
Contact email:*

The main symptoms of COVID-19 are:

* **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
* **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
* **loss or change to your sense of smell or taste** – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal
* Most people with coronavirus have at least one of these symptoms

**Please answer the following questions:**

|  |  |
| --- | --- |
| 1. I am displaying symptoms of COVID-19 as described above, or have tested positive for COVID-19 in the last 10 days | **YES / NO** |
| 1. I should be self-isolating as I suspect I may have been exposed to COVID-19 within the last 14 days | **YES / NO** |
| 1. I have been notified by the NHS Test and Trace service to self-isolate | **YES / NO** |
| 1. I should be self-isolating, as I am living in the same household or “support bubble” as someone who has displayed symptoms or has tested positive for COVID-19 within the last 14 days | **YES / NO** |
| 1. I should be self-isolating after recently visiting a country which is excluded from the government’s list of safe travel corridors. The quarantine period is usually 14 days but can be reduced to 5 days following a negative test result. The exemption for certain film, HETV and commercials key workers does not apply to post-production | **YES / NO** |
| **If you have answered YES to any of the above questions, we regret that we cannot admit you to our premises today.** |  |
| 1. In the event of a request for contact tracing information You may share my contact details\* with NHS Test & Trace | **YES / NO** |

***Please sign here:***

\*We have a legitimate interest in collecting your personal data to protect the health of our employees, contractors, and visitors. This information will be recorded and securely stored in accordance with our data protection and privacy policies [available on request/available online]. This data will be deleted after 21 days.