

School Names here

Visitor Record

The easing of social and economic lockdown measures following the Covid-19 outbreak is being supported by NHS Test and Trace. We will assist this service by keeping a temporary record of our visitors' personal details for 21 days. We will need your name and a contact, preferably mobile phone number – to ensure everyone's safety before you enter the building. Your email and postal address will also be helpful to support NHS information gathering on potential Covid-19 Clusters. We are also asking that you record who you came into contact with during your visit.

Name			
Your Job/Role/Service			
Contact Tel Number			
Email Address			
Date of Visit			
Time In		Time Out	

Before you start your visit

Please answer the following statements. If you answer yes to any question in blue, please alert a member of the office to discuss your visit.

1. Have you previously been diagnosed with COVID-19?	Yes	No
2. Do you have a fever or have you experienced fever within the last 14 days?	Yes	No
3. Have you experienced a recent onset of respiratory problems, such as a cough or difficulty breathing, within the last 14 days?	Yes	No
4. Do you currently have (or have you experienced) any of the following in the past 14 days: <ul style="list-style-type: none"> Altered or loss of taste/smell; Shortness of breath; Fatigue (beyond what you normally experience) 	Yes	No
5. Are you in contact with anyone who is in isolation or has been sick and or confirmed to be COVID-19 positive?	Yes	No
I agree to inform the school if any of the above occur in the next 14 days.	Yes	No

During your visit

Please note our systems of control, which are in place at our school. If you wish to view our full risk assessment, please visit the school website or ask at the school office. Before you leave please complete the information below and return it to the school office.

Contacts during your visit

Please list children, staff or parents, where you have been in close contact for 15 minutes or more.

Name	Class if pupil	Pupil ✓	Staff ✓	Visitor ✓

Track and Trace

The information provided on this form will be used to respond to any infection that occurs within the school or if you yourself report an infection to the school. The school is expected to work with the local public health team when dealing with any infections or outbreaks and will provide all contacts that children, staff or visitors have had where it is relevant.

Signed _____

Date _____