

**SITE ENTRY FORM – COVID-19** - Minimum standard set of protocols (**updated as at 14/12/2020**) for site entry that must be followed whenever a sub-contractor or FM Service Provider representative enters a SA Government site to perform or observe works.

(Ad-hoc - Visitors, Contractors, Subcontractors, Suppliers, Delivery Drivers)	
<b>Name (First and Last)</b>	
<b>Company</b>	
<b>Position</b>	
<b>Site Location</b>	
<b>Purpose of Visit</b>	
<b>Assessment Date</b>	

<b>1</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
	<b>Are you a designated essential traveller? If so do you have evidence of such?</b>		
	<b>If the answer is 'Yes' do you have evidence of your self-managed self-isolation protocols</b>		
	<b>If the answer is 'No' refer to Q2.</b>		
<b>2</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
	<b>Have you returned to Australia from overseas in the last 14 days?</b>		
	<b>If the answer is 'yes' you should be in self-quarantine and will not be permitted on site.</b>		
<b>3</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
	<b>Have you visited any sites identified as part of a current SA Health cluster alert?</b>		
	<b>If the answer is 'yes' you may be required to self-quarantine and will not be permitted on site.</b>		
<b>4</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
	<b>Have you travelled from anywhere in Australia in the last 14 days that is currently named in an Emergency Direction where self-quarantine is mandatory?</b>		
	<b>See <a href="https://www.covid-19.sa.gov.au/emergency-declarations/cross-border-travel">https://www.covid-19.sa.gov.au/emergency-declarations/cross-border-travel</a></b>		
	<b>If the answer is 'yes' you should be in self-quarantine and will not be permitted on site unless you are an Essential Traveller see 1.</b>		
<b>5</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
	<b>Have you come into 'close contact' with anyone from a 'declared area' / current cluster?</b>		
	<b>If the answer is 'yes' you should seek advice and will not be permitted on site. See Q6</b>		
<b>6</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
	<b>Do you have any symptoms of a cold, flu or virus? E.g. Loss of taste / smell, temperature, fainting, dizziness, shortness of breath?</b>		
	<b>If the answer is 'yes' you should seek medical advice and will not be permitted on site.</b>		
<b>7</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
	<b>If you answered 'Yes' to 5 or 6, do you have a Doctor's Certificate / Medical Clearance post contact clearing you of a flu or virus?</b>		
	<b>If the answer is 'no' you should seek medical advice and will not be permitted on site.</b>		
<b>8</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
	<b>Have you been briefed and do you agree to comply with the practices of good hygiene and social distancing?</b>		
	<b>If the answer is 'no' will not be permitted on site unless you read, understand and comply with the requirements noted on the reverse of this document.</b>		

Person Named on this form	Signature	Date

<INSTRUCTIONS SHOULD BE INSERTED SPECIFIC TO THE SITES METHOD OF TRACKING COVID-19 SITE DATA>



## What is social distancing and why is it important?

Social distancing includes ways to stop or slow the spread of infectious diseases. It means less contact between you and other people.

Social distancing is important because COVID-19 is most likely to spread from person-to-person through:

- direct close contact with a person while they are infectious or in the 24 hours before their symptoms appeared
- close contact with a person with a confirmed infection who coughs or sneezes, or
- touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

So, the more space between you and others, the harder it is for the virus to spread.

## What can I do?

If you are sick, stay away from others – that is the most important thing you can do.

You should also practise good hand and sneeze / cough hygiene:

- wash your hands frequently with soap and water, before and after eating, and after going to the toilet
- cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser, and
- if unwell, avoid contact with others (stay more than 1.5 metres from people).

As well as these, you can start a range of social distancing and low cost hygiene actions now.

These simple, common sense actions help reduce risk to you and to others. They will help to slow the spread of disease in the community – and you can use them every day – in your home, workplace, school and while out in public.