## **example of site register**

**COVID-19: Declaration for entry onto site, for staff essential to site operations**

As part of our response to the COVID-19 pandemic, it is a requirement for anyone entering this site, to complete and sign this declaration. This will assist us in tracing should it be required for COVID-19.

This applies for:

* All employees, at the beginning of every shift and/or workday; and
* Any service provider or contractor entering site, at the beginning of each workday or at the first visit to site each day (for transport providers).

**If you are unable to complete the declaration, or answer NO to any of the questions, you will be unable to enter the site.**

Before signing the declaration, please review each question carefully:

* Are you and everyone in your household free of symptoms of COVID-19? (see below) **Yes No**
* Can you confirm that neither yourself or anyone in your house is aware of having been in close contact (within 2m for 15minutes or more) with someone who has been confirmed or is suspected of having Covid-19? **Yes No**
* Have you and everyone in your household/bubble been in New Zealand for at least the past 14 days? **Yes No**
* Have you and everyone in your household/bubble been compliant with government-imposed movement restrictions and physical distancing practices at any time since you were last on site, including your transport to and from site? (see below) **Yes No**
* Are you willing to abide by all personal hygiene and physical distancing practices implemented at this site? **Yes No**

**Symptoms of COVID-19 (note, these are as published on the Ministry of Health website):**

* a fever (at least 38°C)
* a cough
* shortness of breath.

These symptoms do not necessarily mean you have COVID-19. The symptoms are similar to other illnesses that are much more common, such as colds and flu.

**Physical distancing practices:**

* Remaining at least 2 metres away from other people at all times.
* Not attending any family or social gatherings such as birthdays, funerals, tangi or weddings
* Avoiding hosting visitors in your home

**COVID 19 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site Register**

By signing this declaration, you confirm you have answered **YES** to all the above questions, and that all responses provided are correct to the best of your knowledge.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Name** | **Time In** | **Time Out** | **Organisation** | **Phone Number** | **Signature** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |