

COVID-19 CONTRACTOR AND VISITOR SIGN-IN SHEET

Instructions

Visitors and contractors who enter AJ Grant premises/worksites are required to meet the Company's COVID-19 controls.

This Sign-In Sheet is in addition to the Companies COVID-19 Safety Plan, COVID Safe Site sign and Induction.

Visitors and contractors must read the information below and sign to confirm they understand the COVID-19 information given and will comply with these whilst on AJ Grant premises/worksites.

As a Visitor or Contractor you must:

Not enter Company premises/worksites if you answer Yes to any of the following:

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you feeling unwell with symptoms such as fever, cough, runny nose, sore throat, shortness of breath or other symptoms?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Have you had close contact with someone who has a confirmed case of coronavirus (COVID-19)?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Have you recently returned from overseas travel in the last 14 days?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Have you recently visited or been in contact with someone from an identified Hot Spot Area?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Do you have a temperature over 37.3°
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you under evaluation for COVID-19 (waiting for test results)
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Have you been diagnosed with COVID and not yet cleared to discontinue isolation

I agree to:

Please ✓

Take reasonable care of my own health and safety and ensure my actions do not adversely affect the health and safety of others.	
Comply with COVID-19 infection control practices (good hygiene, regular handwashing, social distancing etc.), safety notices and signs and work safely at all times.	
Not misuse or interfere with anything which is provided for COVID-19 management.	
Report any hazards, incident or others concerns with COVID-19 management to my worksite point of contact.	
Provide my contact details and notify AJ Grant in the event of exposure to COVID-19	

Date	Time	Name	Company	Signature	Mobile

Worksites are restricted areas and entry is only by authorised personnel. If you need to enter these area's you must have specific permission from the site supervisor.

COVID Safe Site

AJ Grant worksites operate under the COVID Safe Plan for the prevention and management of COVID-19

All representatives of AJ Grant, including any visitor to the site must practice the strict guidelines in place as part of the COVID-19 Safety Plan, including but not limited to: -

- Maintain *confidential* daily record of all workers and visitors on site (ensure the privacy of each individual is protected at all times).
- Will not attend site if any worker is displaying flu type symptoms or has a fever greater than 37.3°.
- Stay at home when directed and follow the strict quarantine and self-isolation guidelines.
- Always maintain 1.5 metres physical distancing or 4metre rule, whilst on site, including meal breaks.
- Restrict the number of workers and visitors on site to a maximum of 5 people on external sites and 2 people in internal sites.
- Ensure only the registered workers and visitors are on site.
- Ensure the required PPE is worn at all times - **face masks mandatory in some areas**.
- Follow good hygiene practices, including regular hand washing and sanitising, wipe down and disinfect surfaces.
- Stay up to date with current information to ensure workers meet the guidelines introduced by the Commonwealth and Local State Government.

Please do not enter this worksite without authorisation

Please wear the appropriate face mask (if required)

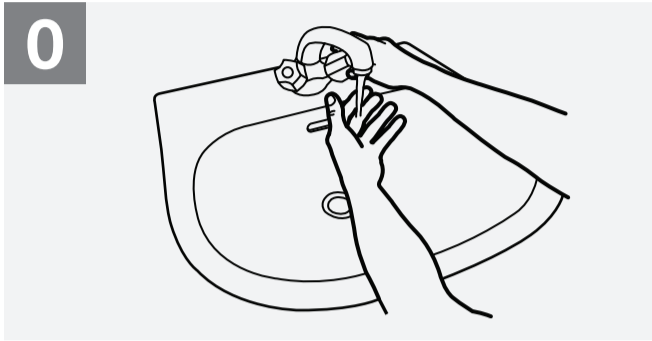
Please practice social distancing of 1.5 metres

Please do not approach our workers

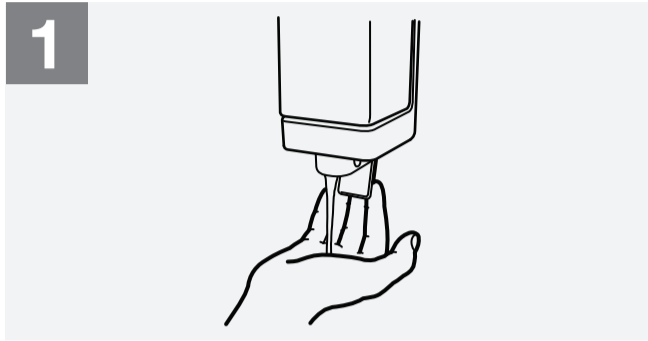
How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

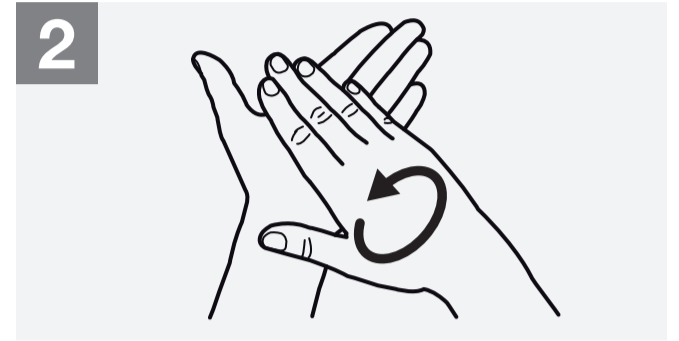
 Duration of the entire procedure: 40-60 seconds



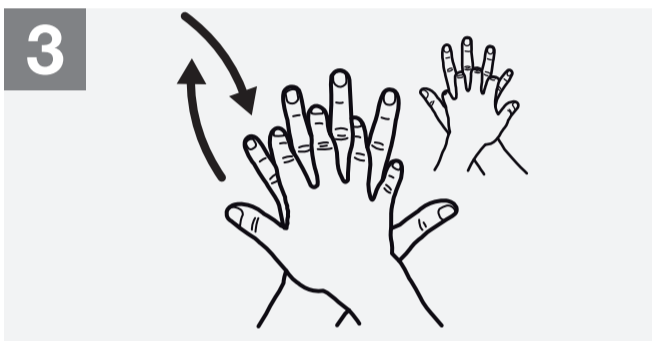
0 Wet hands with water;



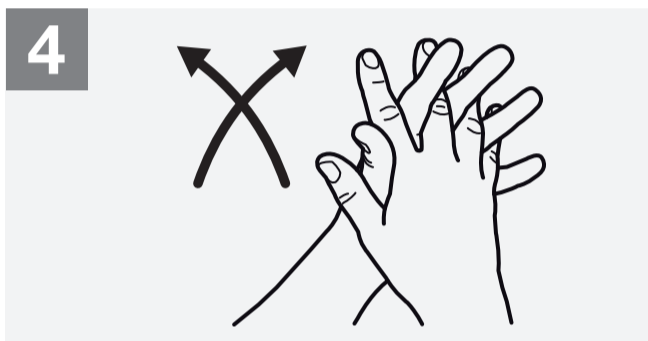
1 Apply enough soap to cover all hand surfaces;



2 Rub hands palm to palm;



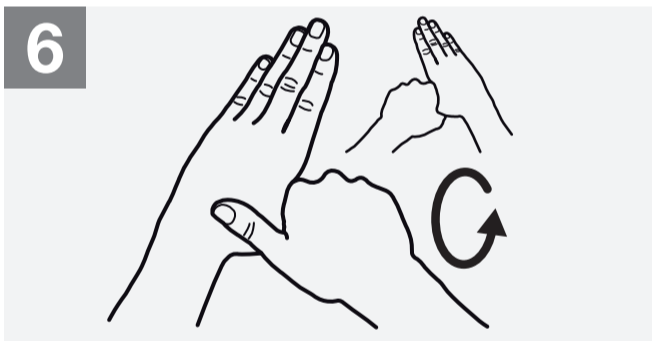
3 Right palm over left dorsum with interlaced fingers and vice versa;



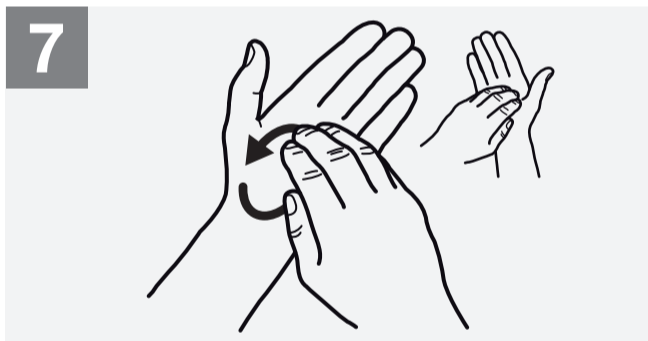
4 Palm to palm with fingers interlaced;



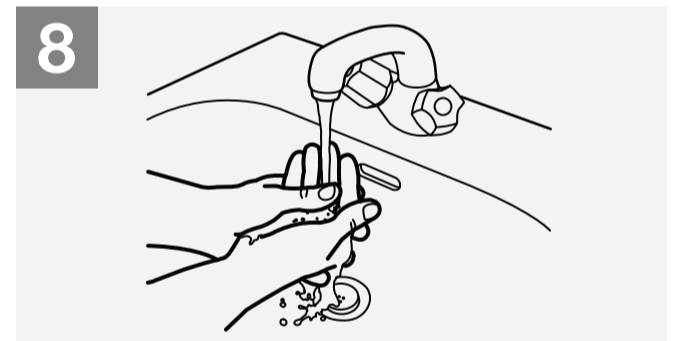
5 Backs of fingers to opposing palms with fingers interlocked;



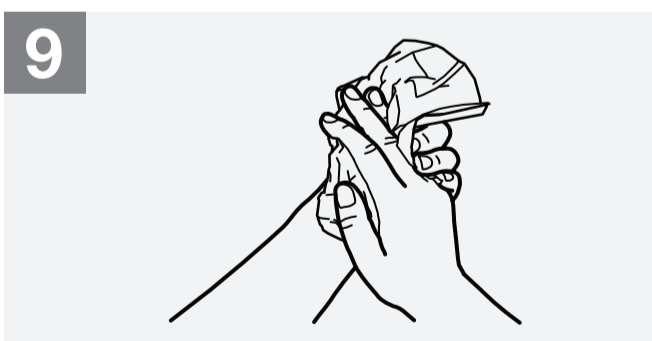
6 Rotational rubbing of left thumb clasped in right palm and vice versa;



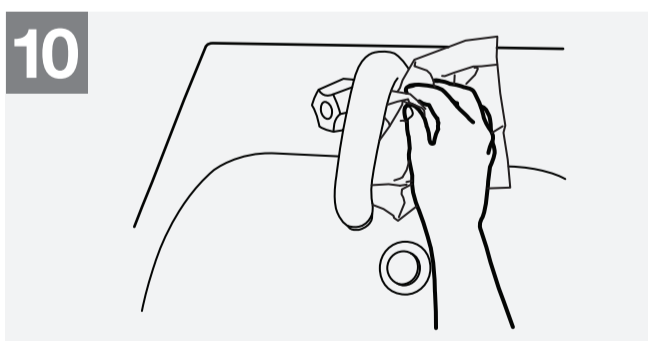
7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



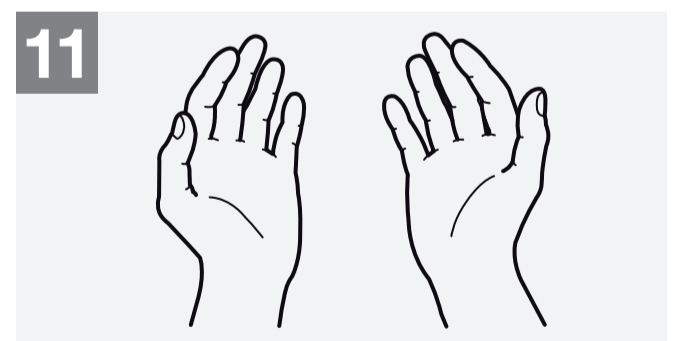
8 Rinse hands with water;



9 Dry hands thoroughly with a single use towel;



10 Use towel to turn off faucet;



11 Your hands are now safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES
Clean Your Hands

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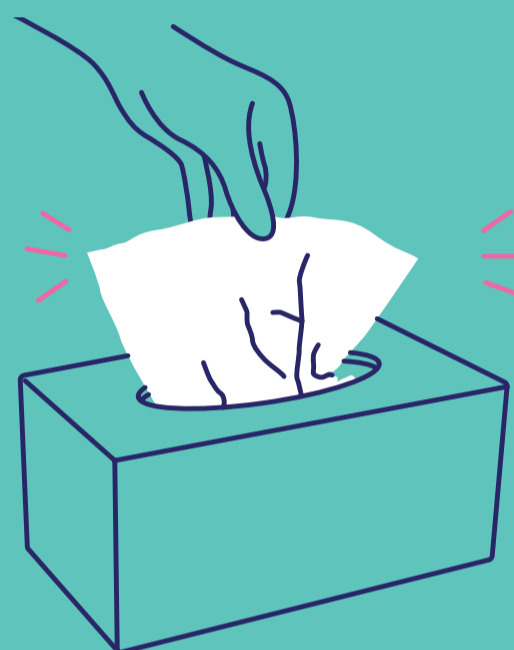
WHO acknowledges the Hôpitaux Universitaires de Genève (HUG), in particular the members of the Infection Control Programme, for their active participation in developing this material.

SIMPLE STEPS TO HELP STOP THE SPREAD.

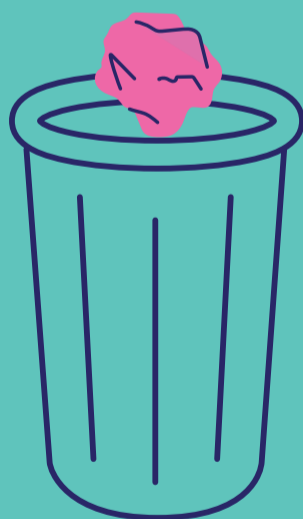
Cough or sneeze into your arm



Use a tissue



Bin the tissue



Wash your hands



HELP STOP THE SPREAD AND STAY HEALTHY

TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.

For more information about **Coronavirus (COVID-19)** visit **health.gov.au**



Australian Government

Cough etiquette

Cover your cough



- When coughing or sneezing, use a tissue to cover your nose and mouth
- Dispose of the tissue afterwards
- If you don't have a tissue, cough or sneeze into your elbow.

Wash your hands



- After coughing, sneezing or blowing your nose, wash your hands with soap and water
- Use alcohol-based hand cleansers if you do not have access to soap and water

Remember hand washing is the single most effective way to reduce the spread of germs that cause respiratory disease.

Anyone with signs and symptoms of a respiratory infection, regardless of the cause, should be instructed to cover their nose/mouth when coughing or sneezing; use tissues to contain respiratory secretions; dispose of tissues in the nearest waste receptacle after use; and wash their hands afterwards.

KEEPING YOUR DISTANCE.

Help stop the spread of coronavirus by keeping your distance. Remember, don't shake hands or exchange physical greetings. Wherever possible stay 1.5 metres apart and practise good hand hygiene, especially after being in public places.

TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.

Advice regarding **Coronavirus (COVID-19)** will change regularly. Keep up to date. Visit **[health.gov.au](https://www.health.gov.au)**

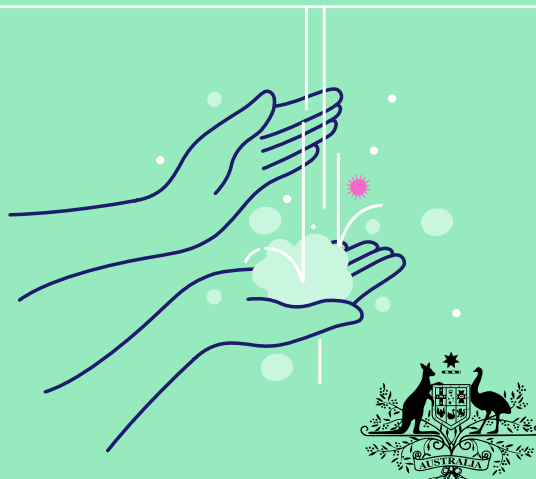
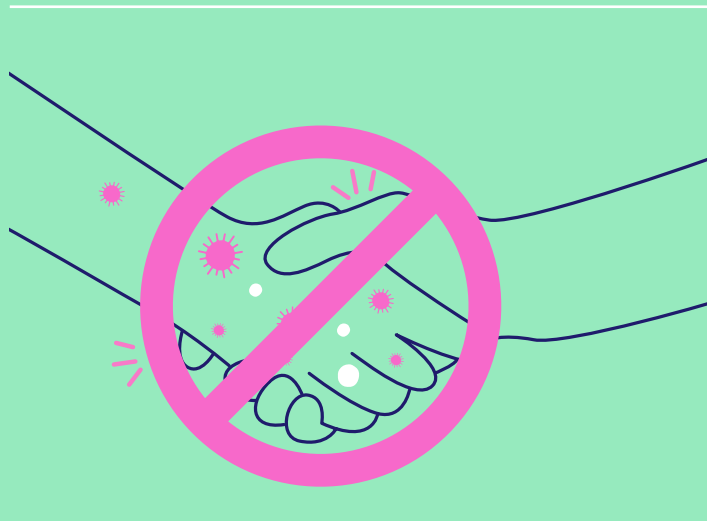
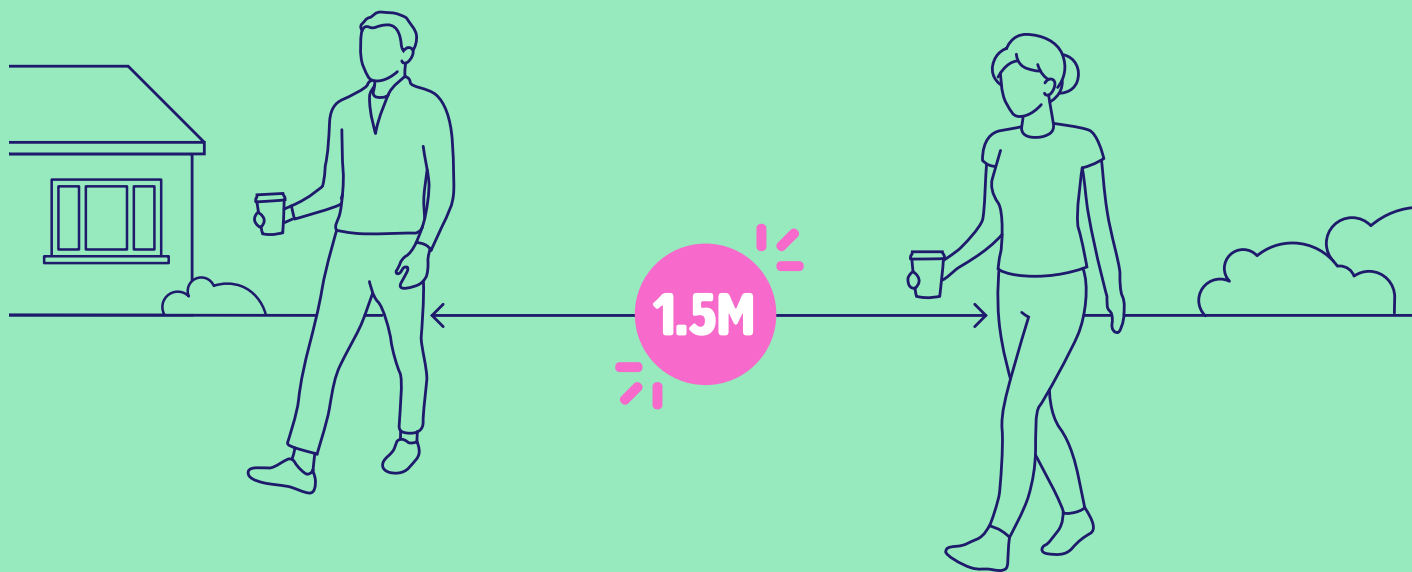


Keep physical distancing and **BE COVIDSAFE**



Physical distancing is working to help keep us all COVIDSafe. Remember, whenever you go out, stay 1.5 metres apart and avoid physical greetings. Follow guidelines in shops and businesses and always practise good hygiene. This will help stop the spread of coronavirus.

Together, let's **BE COVIDSAFE**.
Visit [health.gov.au](https://www.health.gov.au) for more information.



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