

WHITING & PARTNERS COVID-19 Visitor Questionnaire

The health and safety of our employees, customers, families and visitors remains the top priority of Whiting & Partners. As the Coronavirus situation continues to evolve globally, we're asking you to complete this questionnaire to help prevent the spread of or exposure to COVID-19. If you answer "yes" to any questions, we respectfully request you reschedule your visit or request a virtual consultation. If you answer "no" to these questions and plan to proceed with your visit, please email this completed document back to the originator.

While in our premises, we ask you to exercise safe social distancing guidelines, avoid handshakes and abide by current health guidelines to frequently and thoroughly wash your hands on arrival and departure (if possible) and where possible carry and use hand sanitiser. Please arrive at your designated time and use the hand sanitisers on entry to the building. If you use any PPE please take it back home with you. Do not dispose of on our site. Do not touch anything whilst on site.

Visitor Name:	Visitor Mobile/Home Phone Number:
Visitor Company/Organisation:	Whiting & Partners Host:
Planned Date of visit:	Scheduled Time of visit:

SELF DECLARATION BY VISITOR	
1.	Have you been diagnosed with COVID-19 within 14 days of your visit to Whiting & Partners? <input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Have you been in contact with someone who has been diagnosed with COVID-19 within 14 days of your visit to Whiting & Partners? <input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Have you been in contact with someone who may have been exposed to COVID-19 within 14 days of your visit to Whiting & Partners? <input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Have you experienced any of the following symptoms; within 14 days of your visit to Whiting & Partners? <ul style="list-style-type: none"> • High temperature • Dry, persistent cough • Anosmia – loss of taste and smell • Sore throat • Headache and body aches • Chills • Diarrhoea • Difficulty breathing • Feeling weak • Blocked nose <input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Have you visited any facility or location with confirmed Covid-19 Cases <input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Have you travelled abroad in the last 14 days. https://www.gov.uk/foreign-travel-advice <input type="checkbox"/> Yes <input type="checkbox"/> No

If the answer to any of the above questions is "yes," access to the office will be denied and please defer your visit. If you answer "no," please proceed. Thank you.

If you feel unwell and are displaying the majority of the symptoms listed in section 4, particularly the first three, you should stay at home and follow the current Government guidelines.

Access to office (delete: **APPROVED / DEFERRED**)

Note: If you plan to be onsite for consecutive days, please immediately advise your host if any of your responses change. This information is for internal use only and not general distribution.

Data Retention: Whiting & Partners will retain your completed questionnaire for a period of 21 days so that we will be able to contact you in the unlikely event of a coronavirus outbreak within 21 days of your visit to our office. All questionnaires will be shredded after 21 days.