# COVID-19 CUSTOMER SITE VISIT CHECK

Instructions

The Customer Site Visit Check is used to check with a customer before visiting their work site or premises to provide services, to establish if it is safe to visit or any particular control measures required for services.

This check is to used each time services are to be provided. If you need further information, contact [Position].

Customer Site Visit Check

|  |  |  |
| --- | --- | --- |
| Person Completing Check | Name:  | Position:  |
| Date/s of Visit | Start Date:  | End Date: |
| Company Name |  |
| Site/Premises Address |  |
| Contact Name |  |
| Telephone Number |  |
| Reason for Visit/Services |  |

|  |  |  |
| --- | --- | --- |
| Questions | Answer | Comments |
| Do you have persons on site who may have symptoms of or be COVID-19 positive? |  |  |
| Do you have any persons on site who have travelled overseas in the last 14 days? |  |  |
| Are COVID-19 controls in place (social distancing, hand-washing, regular cleaning)? |  |  |
| Do you have sufficient COVID-19 supplies available (hand sanitiser etc.)? |  |  |
| Do you have any specific COVID-19 requirements for people visiting your premises? |  |  |
| Any there any concerns with our staff visiting for work? |  |  |
| If any concerns, the work visit must not occur until clearance is given. |

Record Keeping

On completion, this check is to be recorded in the [add location]

DOCUMENT HISTORY AND TRACKING

[Remove this page prior to issue if not required]

Document History

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Version | Section/s Modified | Brief Description of Amendment | Author | Approver | Issue Date |
| 1.0 |  |  |  |  |  |
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Document Tracking

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| --- | --- |
| Document Name | COVID-19 Customer Site Visit Check  |
| Prepared by | <Prepared By> |
| Reviewed by | <Checked By> |
| Approved by | <Owner> |
| Date Approved | Click or tap to enter a date. |
| Status | Choose an item. |
| Document Number | <Document Number> |
| Version Number | 1. <Version Number>
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| Review Date | Click or tap to enter a date. |