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					

Document Tracking

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	<Version Number>
Review Date	Click or tap to enter a date.