# COVID-19 PERSONNEL REGISTER – CONFIDENTIAL

Instructions

This COVID-19 Personnel Status Register can be used to record the COVID-19 status personnel and others as relevant to the Company and their main contacts in the event contract tracing is required. The information contained in this Register is considered sensitive and must have restricted access and treated confidentially.

COVID-19 Register

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Position | Work Area | COVID-19 Status | If Tested, Date of Test | Work Contacts/Names | Comments |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Record Keeping

On completion, this Register 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 Personnel Status Register |
| 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>
 |
| Review Date | Click or tap to enter a date. |