

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