


<b>Covid-19 Visitor Health Declaration Form</b>	<b>HS88</b>	
Version 1.1	14 May 2020	

At Covid-19 Alert Level 2, Hilton Haulage requires all visitors coming onto our sites to complete this questionnaire and must be approved by Hilton Haulage before entering the site.

**THIS FORM IS THE PROPERTY OF THE VISITOR AND IS TO BE PRODUCED ON REQUEST BY HILTON HAULAGE WHEN VISITING OUR SITES AS EVIDENCE OF HEALTH DECLARATION AND APPROVAL.**

### 1. Visitor Details

<b>First Name:</b>	<b>Last Name:</b>
<b>Employer:</b>	

### 2. Visit Details

<b>Hilton Haulage site(s) you will visit:</b>
<b>Reason for visit(s):</b>
<b>Complete the relevant section below:</b>
a) <input type="checkbox"/> <i>I am a one-time visitor (visiting on one day only) – continue to section 3</i>
b) <input type="checkbox"/> <i>I am a regular or recurring visitor (visiting multiple days)</i> <input type="checkbox"/> <i>I agree to complete a new declaration for future visits if any of my answers to the below questions change</i>

### 3. Questions


Please answer the following questions by circling the appropriate answer:	
1. Have you travelled internationally within the last 14 days?	Yes / No
2. If you answered yes to question 1, please provide details, including countries you visited:	
3. Have you been in <i>close contact</i> with someone who has travelled internationally within the last 14 days?	Yes / No
4. If you answered yes to question 3, please provide details, including countries they visited:	
5. Have you experienced any of the following symptoms in the past 14 days (check if yes)?	
<input type="checkbox"/> High temperature (fever) <input type="checkbox"/> Cough <input type="checkbox"/> Difficulty breathing <input type="checkbox"/> Sore throat <input type="checkbox"/> Runny nose <input type="checkbox"/> Muscle Aches <input type="checkbox"/> Other illness (please detail):	
6. Does anyone in your household meet any of the above criteria detailed in questions 1, 3 or 5?	Yes / No

### 4. Visitor Declaration

By signing below, you confirm that you are the visitor specified in section one of this form, and that all information provided is true and correct to the best of your knowledge.	
Visitor Signature:	Date:

### 5. Hilton Haulage Manager Approval

By signing below, you confirm that you are authorised by Hilton Haulage to approve site visitors during Covid-19 Alert Level 2, you have carefully reviewed and considered the information provided on this form in accordance with the guidance notes, and you grant approval for the person specified in section 1 to visit the specified site(s).		
Name:	Signature:	Date:

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## Guidance Notes

### General Guidance

The manager who is usually responsible for the visitor, is responsible for ensuring the completion of this declaration. Any person may request to sight the completed declaration at any time while the visitor is on a Hilton Haulage site. Failure to provide the declaration will result in the visitor being removed from the site.

### Guidance on Answering Questions

#### 1. Have you travelled internationally within the last 14 days?

If the visitor has travelled internationally, they must be politely declined entry to ALL Hilton Haulage sites until a period of 14 days has passed without any symptoms described in question 5.

#### 2. Have you been in close contact with someone who has travelled internationally within the last 14 days?

If the visitor has been in close contact with someone who has travelled internationally, they must be politely declined entry to ALL Hilton Haulage sites until a period of 14 days has passed without any symptoms described in question 4 below.

*Close contact* is defined as any person with:

- Direct contact with a known confirmed case of Covid-19
- Living in the same household or household-like setting (e.g. shared section of a hostel)
- Having spent a prolonged period (e.g. two hours or longer) in the same close indoor environment (such as a classroom, workplace, gatherings, general practice or ED waiting room)
- Having been seated in the same row or 2 rows in front or behind a known case of Covid-19 in any group
- Having been face-to-face (within 1m of the case) for more than 15 minutes in any setting.

#### 3. Have you experienced any of the following symptoms in the past 14 days– high temperature (fever), coughing, difficulty breathing, runny nose, sore throat, muscle aches, feeling of being unwell?

Answers of yes to the specific symptoms listed (excludes other illness) indicates possible symptoms of Covid-19 and the visitor should be politely declined entry to ALL Hilton Haulage sites and given advice if they have developed symptoms of fever, cough or shortness of breath to seek medical advice – phone Healthline’s dedicated COVID-19 number 0800 358 5453 or contact their GP, including phoning ahead of their visit.

#### 4. Does anyone in your household meet any of the above criteria?

An answer of yes indicates someone who has been in close contact with someone with possible symptoms of Covid-19 and should be politely declined entry to ALL Hilton Haulage sites and given advice if they have developed symptoms of fever, cough or shortness of breath to seek medical advice – phone Healthline’s dedicated COVID-19 number 0800 358 5453 or contact their GP, including phoning ahead of your visit.

If you have any questions, please contact the H&S Team.