

## Delegate Health Screening Questionnaire, Guidance & Declaration

### Health Screening Questionnaire

The health and safety of our employees, customers, trainees, visitors and contractors remains the top priority of SpanSet Ltd. As the Coronavirus situation continues to evolve globally, we're asking you to complete this screening to help prevent the spread of or exposure to COVID-19. If you answer "yes" to questions 1 to 3, we respectfully request you reschedule your visit or request a virtual consultation. If you answer "no" to these questions and plan to proceed with your visit/course, please print this document and bring it with you.

Delegate Company / Organisation:	
Delegate Name:	
SpanSet Instructor:	
Date of Training course:	

Question	Answer
Have you 1) been diagnosed, 2) been in contact with someone who has been diagnosed or 3) been in contact with someone who may have been exposed to COVID-19 within 14 days of your visit to SpanSet?	Yes/No
Have you experienced a 1) cough or 2) a shortness of breath or difficulty breathing within 14 days of your visit to SpanSet?	Yes/No
Have you experienced at least two of these symptoms – 1) fever, 2) chills, 3) repeated shaking with chills, 4) muscle pain, 5) sore throat or 6) new loss of taste and smell – within 14 days of your visit to SpanSet ?	Yes/No

If you answered "Yes" please defer your visit/training course. If you answer "no", please proceed. Thank you.

### Covid-19 General Guidance

NOTE: When on site, please adhere to our on-site standard processes/procedures regarding infection control, i.e. social distancing, hand washing/hand sanitising and general coughing/sneezing etiquette.

***During the course it is important for the safety our staff, instructors and delegates to adhere to the Government guidance in relation to social distancing. At no point during the training course will a SpanSet Instructor spend more than 15 minutes being within 2 metres of you, or at any time be within 1 metre of you. We also ask that you stay 2 metres apart from any other delegates at all times.***

- Wash your hands for 20 seconds on arrival and departure and at regular intervals during the course
- Where possible, carry and use hand sanitiser
- Avoid all types of physical contact
- Maintain the 2-metre social distancing GUIDELINE (Classrooms will be setup to maintain 2 metre social distancing)
- Whilst in training reception delegates MUST sit 1 person per couch
- Ensure you are wearing the appropriate PPE

A member of the SpanSet training team will ask you to familiarise yourself with the Covid-19 information on the training reception TV screen.

All members of Staff at SpanSet will ensure that they adhere to GOVT NHS guidance on social distancing and that face to face contact is kept to a minimum of 2 metres at all times. If you feel that this guidance is not being followed, it's important to notify the trainer who will stop the course and notify the training manager.

Note: If you are completing a training course over multiple days, please immediately advise your SpanSet Instructor if any of your responses change.



Signature:

Date:

Access to SpanSet Course:

Approved:

Denied:

**DECLARATION – Response to Covid-19**

I, ..... (name of delegate)  
Confirm that the following statement was read to me at the start of the course today:

***During the course it is important for the safety our staff, instructors and delegates to adhere to the Government guidance in relation to social distancing. At no point during the training course will a SpanSet Instructor spend more than 15 minutes being within 2 metres of you, or at any time be within 1 metre of you. We also ask that you stay 2 metres apart from any other delegates at all times.***

I can confirm that the above guidance was adhered to at all times by SpanSet staff.

Signed:.....

Printed:.....

Company:.....

Dated:.....

**The completed form will be kept for 3 months and then destroyed. No data will be transferred or input onto other systems or to third parties. With his/her signature the respondent agrees to the collection and storage of data.**