

Appendix 3.5 - Self declaration form for non-employees

The health and wellbeing of our employees and any visitors coming to our site is our top priority. As a result of the Coronavirus outbreak, we are applying some precautionary measures to safeguard our employees, visitors and the wider community.

We request that you read this document in its entirety and complete the checklist and self-declaration upon arrival at the site.

Checklist	Column 1	Column 2
Please answer the following questions by circling 'Yes' or 'No.'		
Have you been experiencing ANY flu like symptoms in the past 7 days? (new continuous cough, high temperature, loss or change to your sense of smell or taste, difficulty breathing)	Yes	No
Have you been in 'close contact' with anyone exhibiting symptoms in the past 14 days?	Yes	No
Have you had ANY reason (<i>you/family member exhibiting symptoms, been contacted by NHS Contact Tracer</i>) to self-isolate in the past 14 days that we should know about?	Yes	No
Do you agree to abide by our temperature checking process and social distancing rules prior to entering site?	No	Yes
Do you agree to notify us if any of your responses above need to be reviewed whilst engaged in activity with us?	No	Yes
Do you agree to notify us if you start to develop symptoms within 7 days of having been on our site?	No	Yes
Additional Comments:		
Important If you have circled any of the responses in column 1, or, exhibit a 'Hi' in our temperature checking process, as a precautionary measure you will be unable to access our site and alternative arrangements will have to be made.		

If your answers are all circled in column 2, please read on to the next page and complete the declaration at the end.

Appendix 3.5 - Self declaration form for non-employees (ctd)

Hygiene Procedures

It is important that you adhere to the hygiene procedures we have in place at our site. Health guidance promotes regular and effective hand washing as one of the ways to prevent the spread of the virus. The guidance is to Wash your hands often with soap and water for at least 20 seconds. You will notice that we have many hand sanitizers around the site and would encourage you to use these as often as possible during your visit.

Everyday preventive actions to help prevent the spread of respiratory diseases, include but are not limited to covering your cough or sneeze with a tissue, then disposing the tissue in the bin. It is also recommended that you avoid touching your eyes, nose, and mouth.

Social Distancing

We have established social distancing on this site (as a minimum, maintaining 2 metres of separation between people at all times) in line with the guidance contained in Appendix 3.1. Where possible this has been done through physical means and clear signage.

It is a requirement that you comply with the social distancing measures we have implemented, to ensure the safety of yourself and our employees. Your site host will fully explain these measures as they apply to you.

Self-Declaration

Your full support and adherence is required and it is important that you have answered the questions honestly and follow the processes we have in place to protect the health and wellbeing of all. If the situation changes while you are on site, you must alert the person you are visiting who will contact HR.

Self-declaration records will be used and disclosed for the purpose of managing site access during the risk period and as required by law. Records will be kept securely by our HR team and retained for a period required under our retention schedules to comply with regulations.

Please let us know if you have any questions or concerns and thank you for your cooperation.

I have answered this checklist honestly and I will comply with the hygiene and social distancing procedures and all guidance whilst on site at Beam Suntory.

Signature

Date

Once completed please send this form on to mbd.harbourinninfo@beamsuntory.com