**Visitor/Contractor Declaration COVID-19 14 July 2020 Version**

Dear Visitor or Contractor,

Cancer Council Queensland (CCQ) values the health and safety of all of our employees, volunteers, guests, clients, visitors and contractors. Given the current risks associated with the COVID-19 pandemic, especially given the demographic and health challenges of people on our sites, we are taking a number of proactive and preventive steps. These steps include a requirement for you to complete this declaration.

**Prior to entering CCQ offices, retail stores and lodges, or using our Transport Services you are required to confirm that you:**

1. Have never been diagnosed with COVID-19, or, if you were previously diagnosed you can now show the appropriate medical clearance.
2. Have not been in close or casual contact with a person diagnosed with COVID-19 or with someone awaiting the results of COVID-19 testing in the last 14 days.
3. Are not feeling unwell with COVID-19 like symptoms such as fever (above 37.5 c), sore throat, cough, shortness of breath or cold/flu-like symptoms in the last 72 hours and are otherwise well.
4. Have not been required to self-isolate in the last 14 days.
5. Have not returned from overseas in the last 14 days.
6. Have not returned from Victoria in the last 14 days or been in contact with someone who has returned from Victoria in the last 14 days.
7. Have not been in a COVID-19 hotspot or in contact with a person who is in a COVID-19 hotspot (as defined by the Chief Health Officer in this [link](https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19)) in the past 14 days.

If you are unable to satisfy any of the points above, we may request that you leave immediately and furthermore do not visit CCQ’s offices, retail store and lodges or use our Transport Services until you have received medical clearance or satisfied isolation requirements

CCQ is regularly updating our people on COVID-19 and the impacts of the virus. When you are on our site/s we will require you to follow directions and advice from CCQ and relevant health authorities. This includes, but is not limited to, improved hygiene measures, limiting face to face meetings (or reducing the meeting durations where possible), practicing physical distancing and signing this declaration form prior to entering the site. *We request that you immediately contact your CCQ contact if you are diagnosed with COVID-19 after entering our site or you learn that you were in close or casual contact with a person diagnosed with COVID-19 in the 14 day period prior to entering our site.*

Your CCQ contact is responsible for passing on any changes in the advice provided by CCQ to you. If you have any questions, please do not hesitate to contact your CCQ contact who can liaise with our People (Employment) Team for clarification, as required. This document will be used and stored by the People (Employment) Team in accordance with our normal privacy and confidentiality practices and in accordance with all applicable laws.

Ms Chris McMillan

CEO

***Please complete the Declaration and see CCQ’s Privacy Collection Statement overleaf.***

**Declaration**

[ ]  By signing this declaration, I am indicating that I *SATISFY* the requirements above as well as understand the requirements to follow reasonable directions from CCQ. My details are below.

[ ]  I am *UNABLE TO SATISFY* the above requirements and cannot provide a Declaration. My details are below.

**Please state reason**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Name | Date: …..…/…...…/ 2020 |
| Signature | Phone / Mobile: |
| Email address: |
| Visitors CCQ Contact: |

*Office Use only*

[ ]  **IF VISITOR / CONTRACTOR IS UNABLE TO SATISFY ABOVE REQUIREMENTS – CCQ EMPLOYEE TO COMPLETE BELOW. Please refuse entry to CCQ site.**

Reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Immediately contact the visitor/contractor CCQ Contact. Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Immediately contact a member of the People (Employment) team. Date/Time: \_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Employee’s Name: |  |
| Employee Signature: |  | Date: …..…/…...…/ 2020 |

**Privacy Collection Statement**

Your personal information is being or has been collected by Cancer Council Queensland (ACN 009 784 356) (“Cancer Council”, “we”, “us” or “our”) [www.cancerqld.org.au], to minimise the risk of COVID-19 transmission. We may send you information which relates to this purpose. Your information may be provided to third parties where required by law. Please refer to our Privacy Policy (which is available at the website above or on request by calling 13 11 20) for further details. By providing your information to us you consent to your information being disclosed or used for this purpose. We will take reasonable steps to ensure that such third parties deal with your information appropriately and only for Cancer Council purposes. Our Privacy Policy explains how you can contact us to access and correct your personal information or make a privacy complaint.