



Hi-Tech Training Academy (Pty) Ltd

Covid – 19 Visitor Health Questionnaire

The safety of our Staff, Students, Contractors and Visitors remain a priority at Hi-Tech Training Academy. In view of the current Covid – 19 pandemic, we now require all visitors to complete a Visitor’s Health Questionnaire, to be considered for being permitted entry onto our facility. Upon arrival, a facial temperature screening will be conducted, and the results must be recorded onto this Visitor Health questionnaire.

Visitor’s Name:	Planned Visiting Date:
Visitor’s Company/Organisation:	Host’s Contact Details: Mick Martin 082 330 2126
Visitor’s Contact Details (phone number & email address):	Facility Name: HI-TECH TRAINING ACADEMY

Self-Declaration by Visitor		
Have you recently been in contact with anyone who has tested positive for COVID-19 ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you recently been in close contact with anyone who has exhibited any symptoms of COVID-19?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
In the past 48 hours , have you experienced any of the following symptoms? Fatigue, Muscle Aches and Pains, Diarrhoea, Headaches, Loss of Smell and/or Taste	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you experienced any cold or flu-like symptoms in the last 14 days (including, but not limited to fever, cough, sore throat, respiratory illness, shortness of breath or difficulty breathing)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please provide the readings of the self-administered temperature screenings taken when arriving at our premises:

Temperature Measurement Result (.....) Any measurement above 38.5 will be reason to be denied entry to our premises, while a measurement of 38.7 should be enough reason for a Covid -19 Test (highly recommended).

Declaration

I hereby declare that all the information provided above is, to the best of my knowledge, true and correct and that no information has been omitted or withheld. I hereby grant Hi-Tech Training Academy permission to make use of the information contained in this document to determine my personal Covid-19 risk on site.

Note: The information collected on this Visitor Health Questionnaire is to identify known symptoms linked to COVID-19 and reduce the risk of spreading the disease in or through our facility & will be used to determine whether you may be infected with COVID-19. The information on this form will be maintained as strictly confidential.

Signature (visitor): _____ **Date:** _____

Please complete this Visitor Health questionnaire and present it on the day of your arrival at Hi-Tech Training Academy in order to not delay or prevent your entry to our facility.

Any queries can be directed to: **Mickey Martin** at **082 330 2126** or via emailed at mickey@hta.co.za (**HTTA Covid compliance officer**)



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INTERNAL USE ONLY

Access to facility: Approved Denied

Information reviewed by: Date:// 20.....

Purpose of Visit:

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Arrival Time:h.....

Departure Time:h.....

The best way to reduce any risk of infection is good hygiene and avoiding direct or close contact (closer than 1.5 metres) with any potentially infected person.

The use of a suitable **cloth face mask is compulsory**, while a See thru face shield is considered complementary.

Regular hand washing or sanitizing is highly recommended, especially after visiting the toilets or contact with any surface that could be contaminated or if there was close contact with others on site.

Meeting preparedness

At HTTA we are aware of the potential risk exposure to COVID-19 because:

- a) There is a risk that people attending our meeting or event might be unwittingly bringing the COVID-19 virus to the meeting and into the premises.
- b) Others might be unknowingly exposed to COVID-19.
- c) It is compulsory to maintain an attendance register with details of all attendees, which may be considered as breach of the POPI Act, but is required and your details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease.
- d) Any individual that have any symptoms or feel unwell, is kindly requested not attend.
- e) Alcohol sanitizer is provided, which is assumed to contain at least 70% alcohol.

Sanitation of our facility including toilet facilities

Hi-Tech Training Academy has ensured that our premises and toilet facilities have been disinfected and prepared prior to the planned meeting. Sanitizers, water and soap will be available for the attendees.

Other safety recommendations:

1. Ensure physical distancing
2. Wear a face covering
3. Practise good hygiene
4. Comply with all Covid-19 safety recommendations & notices.