

|  |  |
| --- | --- |
| Kyabram | College Principal: Paul Tozer |
| P-12 College |  |
| Kyabram | P 03 5851 2100 |
| Victoria 3620 | F 03 5852 3878 |
| PO Box 384 | kyabram.p12@edumail.vic.gov.au |
| Kyabram 3619 | [www.kyabramp-12.vic.edu.au](http://www.kyabramp-12.vic.edu.au/) |

# CORONAVIRUS

**CONTRACTOR, SERVICE PROVIDER AND VISITOR HEALTH ASSESSMENT**

**Background**

Kyabram P-12 College have a duty of care to provide and maintain, so far as is reasonably practicable, an environment that is safe and without risks to the health of staff, students and visitors to our school and workplace. This responsibility includes identifying risks to health or safety associated with potential exposure to the coronavirus.

Symptoms of coronavirus can range from mild illness to pneumonia. Some people will recover easily, and other may get very sick very quickly. People with coronavirus may experience:

* Fever
* Flu-like symptoms such as coughing, sore throat and fatigue
* Shortness of breath

Your Name Date / /

Company / Employer

What services do you provide?

What is the purpose of your visit / or who is your appointment with today?

# Requirements

Prior to allowing access to Kyabram P-12 College you must complete the following brief assessment and acknowledge our safety protocols to minimise the risks to the health and safety of others from potential exposure to the coronavirus.

Access to Kyabram P-12 College is prohibited until this assessment has been completed and has been authorised by the relevant manager.

Kyabram P-12 College reserves the right to prohibit entry to our worksite.

# Assessment

1. Have you travelled overseas within the last 14 days? [ ] Yes [ ] No If yes, please provide details including countries
2. Have you had contact with a confirmed coronavirus case?

[ ] Yes [ ] No

If yes, please provide details

1. Within the last 14 days have you had any symptoms associated with coronavirus?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ | ] Yes | - feeling sick or ill | [ | ] No |
| [ | ] Yes | - fever | [ | ] No |
| [ | ] Yes | - flu-like symptoms such as coughing, sore throat / fatigue | [ | ] No |
| [ | ] Yes | - shortness of breath | [ | ] No |

If yes, please provide details

1. Within the last 14 days have you had direct contact with others **who may** have had symptoms associated with the coronavirus?

[ ] Yes [ ] No

If yes, please provide details

1. Are you planning to travel internationally in the immediate future?

[ ] Yes [ ] No

If yes, please provide details

# Kyabram P-12 College Workplace – Coronavirus Access Procedures

General visitors (eg: couriers to Kyabram P-12 College are to be restricted access beyond administration areas).

Business related visitors, contractors, service providers and customers are prohibited from entry to the College. Only business critical visitors, contractors, service providers and parents shall be exempt.

Routine visitors are subject to these protocols. Each visitor or contractor, including their employees, shall be communicated these protocols as well as the prohibition of entry with the College if they are showing signs of any of the coronavirus symptoms. These requirements are also included in workplace inductions.

All persons who have travelled internationally must have 14 days self-isolation upon arrival back into Australia and a medical clearance thereafter, prior to any workplace access exemption is granted.

All persons who have the following symptoms are prohibited to attend Kyabram P-12 College. We ask all contractors and visitors to act responsibly and self-report and to seek medical advice.

Symptoms can range from mild illness to pneumonia. People with coronavirus may experience:

* Fever
* Flu-like symptoms such as coughing, sore throat and fatigue
* Shortness of breath

Persons exhibiting coronavirus symptoms shall be removed from our College immediately.

# Contractor / Service Provider / Visitor Acknowledgement

I have provided correct information in regard to my international travels and my health and well-being.

I acknowledge and will comply with the Kyabram P-12 College workplace hygiene protocols. Your Name

Signature Date / /

# Kyabram P-12 College – Workplace Manager – Access Authorisation

Name

Signature Date / /