

# COVID-19 Visitor management

This guidance enables a risk-based and proactive response to managing visitors at all sites and office locations and describes increased measures that will be accompanied by screening of visitors attending our premises.

### Are employees of EQL group visiting other EQL sites considered visitors?

No. EQL Group staff are not considered visitors for the purposes of visitor management.

### Are contractors/maintenance workers considered 'external visitors'?

If an embedded contractor has an EQL-issued access card, then they are not considered a visitor.

### Are couriers/delivery drivers considered 'external visitors'?

No. Delivery personnel accessing loading areas, car parks and public areas such as reception, do not need to complete the questionnaire because they are not accessing the EQL premises.

### What does "screening" mean?

In this context, screening is a form or triage and refers to:

- Identifying potentially infected persons;
- Separating potentially infected persons from others to prevent or limit transmission;
- Preventing suspected cases from entering a premises; and
- Referring employees/visitors to a medical service for evaluation or treatment as necessary.

### Where does screening occur?

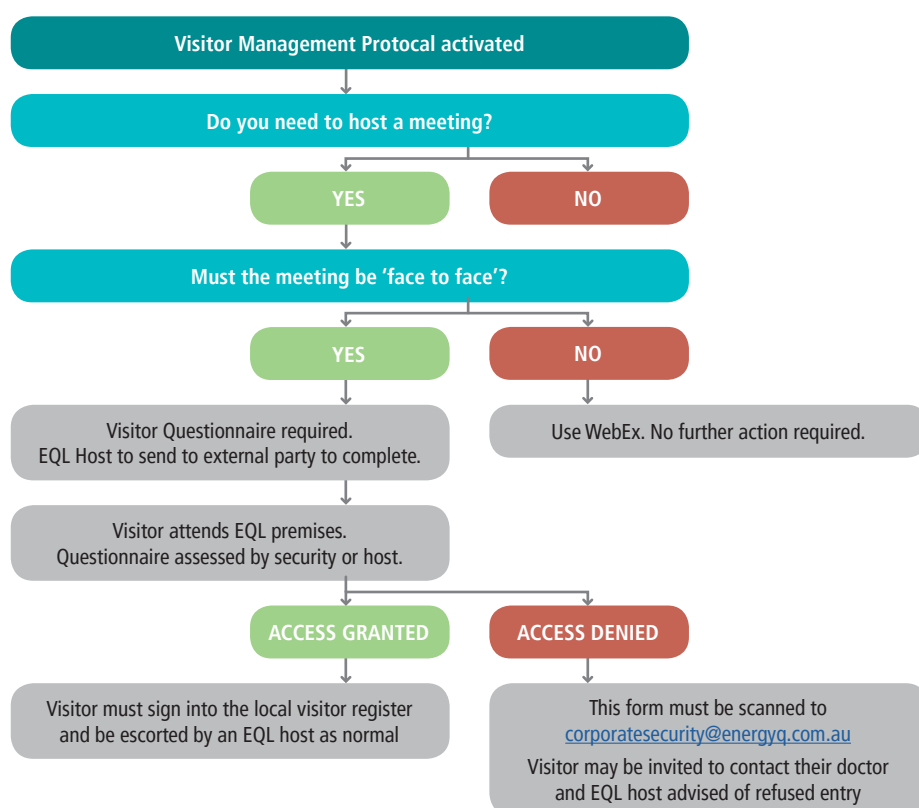
At the reception area, lobby or similar.

### More information

Corporate Security via:  
[corporatesecurity@energyq.com.au](mailto:corporatesecurity@energyq.com.au)

Prior to a visitor attending a premises for a planned meeting, a health screening form must be provided for completion by the meeting host. The purpose of the questionnaire is to reduce the risk exposure to our staff as well as other visitors.

See the process below and the questionnaire overleaf:



### Forms must be checked as a condition of entry.

Where a front desk facility is available, a member of security will review and assess the Visitor Questionnaire.

At other locations where no front desk person is present, the meeting host is responsible to assess the questionnaire against the criteria.

Where a premises has multiple entry points, visitors must be directed to the main access point unless screening capability is available at other entry points.

Confirmed cases should be managed as per the protocols.

# Visitor Questionnaire - Health Screening Form

Dear Sir/Madam

To reduce the risk of exposure to our staff and visitors of novel coronavirus (COVID-19) in our workplace, we are conducting a simple screening questionnaire. Whilst not compulsory, it is a condition of entry to our site.

Your participation is important to help us take precautionary measures to protect you and everyone in this building. Thank you for your time.

Visitor's name:

Visitors contact number:

Mobile:

EQL point of contact:

EQL point of contact number:

Meeting venue/level/department to be visited:

## SELF-DECLARATION BY VISITOR

1 Do you have the following symptom(s)? Please tick the relevant box(es).  
 Fever     Cough     Fatigue     Sore Throat     Shortness of breath

2 Have you been in close contact with either of the following in the past 14 days:

- a confirmed novel coronavirus (COVID-19) patient; and/or
- someone isolated/tested (ie. not a confirmed case).

Yes     No

3 Have you returned from a COVID hotspot in the past 14 days?

Yes     No

If yes, please indicate the location(s) visited: \_\_\_\_\_

Signature (visitor): \_\_\_\_\_ Date: \_\_\_\_\_

### Assessor:

- (a) If one (1) symptom and affirmative answers to question 2 or 3 then access is denied.
- (b) If more than one (1) symptom, access is refused - Invite the person to contact their doctor and advise meeting host.

If you have any queries, please direct them to your EQL point of contact in the first instance.