

Daily Staff Attestation & Attendance Log – Paper Version

Updated 30.08.2021



Western Health

COVID - 19

Be Safe – Be Smart – Be Kind

All Western Health staff must complete COVID-19 symptom self-screening to attest that they are well prior to commencing each shift. This template is the paper version of the Daily Staff Symptom Check & Attendance Log. For further information about COVID-19 symptom self-screening please refer to the 'QRG Daily Staff Symptom Check & Attendance Log' on the [Western Health Coronavirus Site](#). Please answer the following questions prior to commencing each shift. If you answer **YES** to any of these questions please do not come to work and immediately contact the COVID-19 Staff Enquiries helpdesk whscovid-19staffenquiries@wh.org.au.

Name:	Date & time:	Date & time:	Date & time:	Date & time:	Date & time:
COVID-19 symptom screening questions	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
Are you experiencing ANY COVID-19 symptoms*?					
Have you come into close contact with a confirmed case of COVID-19 within the past 14 days^?					
Have you been diagnosed with COVID-19?					
Are you awaiting a COVID-19 test result?					
Have you visited a public exposure site during the exposure period AND not already received clearance to return to work from your manager or the WH COVID Staff Clinic Enquiries Service?					
Have you returned from ANY currently designated RED or ORANGE zones in the past 14 days AND not already received clearance to return to work from the WH COVID Staff Enquiries Service?					
Have you worked in or volunteered at a Hotel Quarantine site and/ or other port of entry in the past 14 days?					
Have you been released from hotel quarantine in the past 14 days AND have NOT produced a negative COVID-19 result at least 7 days after leaving hotel quarantine?					
Have you worked at another hospital in the past 14 days in a ward or area that provided care to a COVID-19 positive case AND not already received clearance to return to work from the WH Staff Clinic Enquiries Service?					

^without using the recommended infection prevention precautions and personal protective equipment;

*#<https://www.dhhs.vic.gov.au/case-locations-and-outbreaks-covid-19>; *fever, temperature >37.5°C, chills, acute respiratory symptoms such as cough, sore throat, shortness of breath, loss or change in sense of smell or taste, headache, muscle aches, stuffy nose, nausea, vomiting, diarrhoea.*