



### EMPLOYEE SELF REPORTING FORM (COVID-19)

This form is for all employees working at or visiting any Van Vending Service or Client site nationally. Should you have any questions, please contact [jan@vanvending.com](mailto:jan@vanvending.com)

#### To all Van Vending Service, Inc. / Visitors

To ensure the safety of our staff, and align with government and health department recommendations, all employees are required to confirm they have not been in contact with someone who has been in an area of high risk (1), nor travelled to an area of high risk in the past 14 days.

1. Within the last 14 days have you traveled in a high risk area (1) where the virus could have been acquired?

YES       NO

2. Have you been in contact with someone who has been in a high risk area (1) where the virus could have been acquired, within the last 14 days?

YES       NO

3. Do you currently have flu-like symptoms including a fever, a cough, or difficulty breathing?

YES       NO

#### Employee/Visitor Information:

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

If you have answered yes to any of the questions, please get with your Supervisor/Manager or the Human Resource Department immediately to discuss. If you answered yes to number three you will be sent home and will not be able to return until you are without any symptoms.

**All employees will be required to read and sign this form every 14 days until further notice.**

**(1) Mainland China, Thailand, Japan, Republic of Korea, Hong Kong, Taiwan, Singapore, Malaysia, Europe or Macau after the date of 13 Feb)**