



Issued on behalf of the Construction  
Industry Coronavirus (CICV) Forum

v1 28 May 2020



# Confirmed COVID-19 case template

FOR USE BY CLIENTS BEFORE AND AFTER YOUR VISIT



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# CONFIRMED COVID-19 CASE TEMPLATE

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Use this template to send to clients that you have worked for. It will allow them to inform you if there have been any confirmed cases of COVID-19 within seven days before or after your visit. This will support you in dealing with an infection. Please delete this section prior to sending.

This report should be used by any client that has a confirmed case of COVID-19. Only complete this form if:

1. A member of our staff has been in your premises in the last seven days
2. There has been a confirmed case of COVID-19 at your premises within seven days of us working for you.

This report will help us track and trace the people who have been in contact and to stop the spread of the virus.

1. **Has anyone at the property displayed any symptoms of COVID-19 within seven days of us working at your property? (NHS Inform has information on COVID-19 symptoms)**
  - a. Yes
  - b. No
2. **Has there been a confirmed case of COVID-19 seven days before or seven days after us working at your property that you were unaware of at the time of our visit to your property?**
  - a. Yes
  - b. No
3. **Did the person with the confirmed case of COVID-19 come into direct contact with a member of our team?**
  - a. Yes
  - b. No

Survey Monkey can also be used to send an electronic version by going to [www.surveymonkey.com](http://www.surveymonkey.com)

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# CURRENT MEMBERS OF THE CONSTRUCTION INDUSTRY CORONAVIRUS (CICV) FORUM:

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- Association of Consultancy and Engineering (ACE)
- Association of Project Safety (APS)
- British Constructional Steelwork Association (BCSA)
- Building Engineering Services Association (BESA)
- Builders Merchants Federation (BMF)
- Chartered Institute of Architectural Technologists (CIAT)
- Chartered Institute of Building (CIOB)
- Civil Engineering Contractors Association (CECA Scotland)
- Construction Plant-hire Association (CPA)
- DHF
- Electrical Distributors' Association (EDA)
- Federation of Master Builders (FMB)
- Finishes and Interiors Sector (FIS)
- Lift and Escalator Industry Association (LEIA)
- National Federation of Roofing Contractors (NFRC)
- Royal Incorporation of Architects in Scotland (RIAS)
- Royal Institution of Chartered Surveyors (RICS)
- Scaffolding Association
- Scottish Building Federation (SBF)
- Scottish Contractors Group
- Scottish Plant Owners Association (SPOA)
- Single Ply Roofing Association (SPRA)
- SELECT
- SNIPEF
- Stone Federation (GB)

## Further information



[www.cicvforum.co.uk](http://www.cicvforum.co.uk)



[info@cicvforum.co.uk](mailto:info@cicvforum.co.uk)



This document has been prepared by way of guidance and anyone who proposes to use it should consider the details based on their business's obligations and, if necessary, take independent advice either from their own trade or professional body or legal advisors. This will of course include recognition of all relevant health and safety legislation. Again, your trade or professional body will be able to assist with this.

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