

We are committed to safety and reducing the risk of Coronavirus to everyone who is part of Busy Bees. This questionnaire helps us gather information to determine if any recent travel by a staff member, parent, child or visitor is a risk to our centre or National Support Centre offices. This advice is in line with Government advice found at:

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

If anyone advises they have recently travelled abroad, you should ask them all the questions so that you have the full picture relating to their travel. This will help you, with support from your Safety Advisor, ensure the most appropriate action is taken to reduce the risk.

### Personal details

- Name of the staff member, parent or child
- If staff member - Job title and room/room's where they regularly work
- If child/ parent – Date of birth and base room of child
- Dates of travel – include dates in each area and date arrived back in UK

### Category 1 Affected Areas – Stay indoors and call NHS 111 even if no symptoms present

Have they travelled to [any of the areas listed below](#) in the last 14 days?

- Hubei province in China
- Iran
- Special care zones in South Korea as designated by the Republic of South Korea Government
  - Daegu
  - Cheongdo
- Lockdown areas of northern Italy – Lombardy and Veneto:
  - Bertinico
  - Casalpusterlengo
  - Castelgerundo
  - Castiglione D'Adda
  - Codogno
  - Fombio
  - Maleo
  - San Fiorano
  - Somaglia
  - Terranova dei Passerini
  - Vo' Euganeo

#### If yes, action to take:

The above areas are a concern due to high numbers of positive confirmed cases of Covid-19. The Government guidance is that persons who have travelled from any of these areas since 19<sup>th</sup> February or in the last 14 days in the case of Hubei should self-isolate, even if asymptomatic and call NHS 111 (call your GP in Scotland or NHS 24 on 111 out of hours) and then follow their advice. They should not visit a Busy Bees centre or NSC office for a period of 14 days (the incubation period) from when they arrive back in the UK or until they have been given the all clear from a medical professional. They should not go to a GP surgery, pharmacy or hospital.

Due to the risk posed to those who have close contact with travelers returning from these areas, we would ask that partners or family members who reside in the same household also do not attend a Busy Bees centre or office unless effective isolation is in place and the risk has been effectively managed. If anyone else in the family develops symptoms, they should also call NHS 111 (their GP in Scotland or NHS 24 on 111 out of hours) and follow their advice.

## Category 2 Affected Areas – If you have symptoms, self-isolate and call NHS 111

Have they travelled to [any of the areas listed below](#) in the last 14 days?

- Mainland China (not Hubei province which is a category 1 area)
- South Korea
- Hong Kong
- Japan
- Macau
- Malaysia
- Singapore
- Taiwan
- Thailand
- Other parts of Northern Italy (not listed in category 1 above) including anywhere north of Pisa, Florence and Rimini
- Cambodia
- Laos
- Myanmar
- Vietnam

### If yes, action to take:

Travel to the above areas may put travelers at a slightly higher risk of contracting Covid-19. The Government guidance is that persons who have travelled from any of these areas since 19<sup>th</sup> February should monitor their health for the following symptoms: **cough, high temperature and/or shortness of breath.**

If symptoms occur within 14 days of returning (no matter how mild), persons should self-isolate and call NHS 111 (their GP in Scotland or NHS 24 on 111 out of hours) and then follow their advice. They should not visit a Busy Bees centre or NSC office during this time if they feel unwell unless they have been given the all clear from a medical professional. They should not go to a GP surgery, pharmacy or hospital.

Due to the risk posed from those who are self-isolating due to symptoms following travel, we would ask that partners or family members who reside in the same household also do not attend a Busy Bees centre or office unless effective isolation is in place and the risk has been effectively managed. If anyone else in the family develops symptoms, they should also call NHS 111 (their GP in Scotland or NHS 24 on 111 out of hours) and follow their advice.

## Other details of travel undertaken

- Please confirm if there were any other destinations visited in the last 14 days?
- Were there any stop overs in airports or other countries?
- Were there any restrictions or screening in the places in the towns or areas they travelled?

The above information helps to establish if they may be at risk from contracting the virus from travel to or through other areas. We use this with the other information below to build a picture of the risk and can help if cases come to light later from these destinations.

### Other information

- Have they been in contact with a person who has a confirmed case of Covid-19 (Coronavirus) or someone asked to self-isolate by the Public Health Authority?
- Have they been in contact with anyone who was ill or had breathing or respiratory issues?
- Have they had any symptoms;
  - **Cough, high temperature, shortness of breath or difficulty breathing?**
- Have they seen a GP or been tested for Covid-19?
- Does their partner or anyone living in their household answer yes to any of the above?

### If persons are showing yes, action to take:

Persons that are known to have come into close contact with a person who has a confirmed case of Covid-19 or has been asked to self-isolate are at risk of being infected. We would ask that they do not attend a Busy Bees centre or office for 14 days.

Persons that have travelled abroad are at slightly higher risk of contracting Covid-19 due to possible contact with other travelers at transport hubs. We would ask that anyone showing symptoms of a **cough, high temperature and/or shortness of breath** and has travelled abroad in the last 14 days does not attend a Busy Bees centre or office for 14 days or until they get the all clear from a medical professional.

### Notes:

The list of affected areas is continually growing, we will try and update these as we become aware.

Persons who have been tested for the Covid-19 virus or have seen a medical professional and been cleared as fit are free to return to the centre or NSC.

**Date Completed:**

**Centre/ Department:**

**Completed by:**