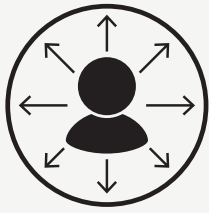


CONTACT TRACING INFORMATION SHEET



What is contact tracing and why do we need it?

To stop the spread of COVID-19, it's important to keep track of people's movements. Contact tracing helps us do that.

With contact tracing, a business records details of all personal movement at their workplaces. This is saved in case we need to contact people who have been exposed to COVID-19.

What does contact tracing mean for my business?

Businesses operating under Alert Level 3 must record everyone who visits their workplace, and save their contact information.

That means businesses must have a contact tracing register. You must have all people on site – employees and visitors – sign your register. Ensure that this is done every day, including weekends and after hours.

The Ministry of Health or District Health Boards may contact a business if a person is diagnosed with COVID-19 and the business is a potential contact. They will ask for your register for the time that person visited.

Contact tracing information will not be used for any other purpose.

What information do I need to collect?

Any contact tracing register or record keeping system that you use must collect this information:

- Full name
- Date
- Phone number
- Time in and out
- Email address
- Signature

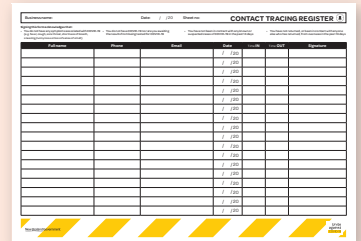
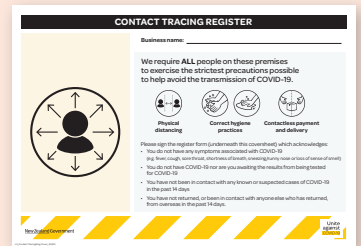
How do I meet the contact tracing requirements?

Follow these **three** steps:

Step 1: Create your own or download a register form at **Covid19.govt.nz**

Step 2: Make sure your register is hygienic. Assign an employee to complete the register for your team or visitors, so only one person is touching the pen and paper. Or sanitise the pen after every use, and ask users to sanitise hands before and after writing their details.

Step 3: Keep your register in a secure place for 2 months. After 2 months from the date of record, you must destroy the register.



Your contact tracing register is confidential

Keep your contact tracing register secure and confidential. Only share your register with the Ministry of Health or District Health Boards. Destroy each register 2 months after its record date.

More about contact tracing

If you have questions go to **Covid19.govt.nz**