

Resource 8: Contact tracing: log templates and record keeping

Workplaces

<https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/our-expectations-about-contact-tracing/>

Like other workplaces, community housing and homelessness services providers are required by the Ministry of Health to keep accurate and up to date records for the purpose of contact tracing. This is to help public health staff with contact tracing if it is later required.

To do this, work safe recommend organisations keep a register of:

- all people, both workers and visitors, entering or leaving the workplace.
- all people that workers have contact with while conducting their work.

Managers of workplaces are responsible for ensuring a log is kept of

- each person who works daily in the office/facility
- visitors to site/office (trades/contractors/visitors)
- any contact staff have face to face with people who are supported by the service.
- any face to face contact staff have with residents/tenants on home visits
- any carers, guardian or support staff who were present in the home during the visit/meeting.

Record information about

- full name
- contact phone number
- postal address (for staff) or name of visitor's employer/ business
- contact email address
- reason for visit
- length of time visited for
- Was PPE required? If so, why? If required was it worn? If not, why?

CHA has adapted two resources a [daily workplace log template](#) and a [household individual personal log template](#) for this purpose.

Contact tracing logs for residents/tenants

Community housing and homelessness services are also required by the Ministry of Health to encourage residents/tenants to keep a log of their face to face contact with others:

- at home and log all household members and any visitors
- out in the community, such as face to face meetings with friends and family
- trips to the supermarkets, shops, and petrol stations

Record information about:

- full name
- contact phone number
- physical address
- details of locations visited.

CHA has adapted resource 10 a [daily household and individual personal log template](#) for this purpose.

Managers/staff can either print the household and individual contact tracing log template to give to residents/tenants to complete and keep somewhere safe or ask them to keep a record of contacts in a notebook. Alternatively, staff could talk regularly with residents/tenants and record these details on a facility and individual log themselves. The second option may be more suitable for manager/staff of smaller shared accommodation facilities.

Privacy Act 1993 requirements

To meet the requirements of the Privacy Act (1993), managers and staff will need to inform people that the personal information you gather for the log/notes may be used for contact tracing, if required. Information that has not been used for contact tracing purposes cannot be used for any other purpose. Information collected for contact tracing purposes should be kept for at least two months. Third party information will need to be destroyed/deleted and cannot be used for any other purposes.

You should consider:

- how will you make sure the register is being used and maintained correctly?
- where the register will be located?
- who is best to make the entries?
- whether you divide your workplace into zones and limit movement between the zones?
- whether you will supervise visitors who are not in your workplace regularly?
- asking your workers to keep an individual personal record of the names of people they have been in close contact with outside work and public places they have visited, e.g. name of supermarket, café etc.