**Contact Tracing Log**

Logs must be held by organiser for 28 days, after which time they must be securely disposed of.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Event Name | | |  | |
| Event Date | | |  | |
| Event Location | | |  | |
| Organiser Name | | |  | |
| Organiser Phone Number | | |  | |
| Total number in Attendance | | |  | |
|  | |  | | |  |
|  | ATTENDEE NAME | | | ATTENDEE PHONE NUMBER | Digital Covid Cert  and Photo ID Checked (✓tick) |
| 1 |  | | |  |  |
| 2 |  | | |  |  |
| 3 |  | | |  |  |
| 4 |  | | |  |  |
| 5 |  | | |  |  |
| 6 |  | | |  |  |
| 7 |  | | |  |  |
| 8 |  | | |  |  |
| 9 |  | | |  |  |
| 10 |  | | |  |  |
| 11 |  | | |  |  |
| 12 |  | | |  |  |
| 13 |  | | |  |  |
| 14 |  | | |  |  |
| 15 |  | | |  |  |
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| 17 |  | | |  |  |
| 18 |  | | |  |  |
| 19 |  | | |  |  |
| 20 |  | | |  |  |

Please use multiple sheets if needed.