**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 Certand Photo ID Checked (✓tick) |
| 1 |  |  |  |
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| 20 |  |  |  |

Please use multiple sheets if needed.