**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 |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |
| 15 |  |  |
| 16 |  |  |
| 17 |  |  |
| 18 |  |  |
| 19 |  |  |
| 20 |  |  |

Please use multiple sheets if needed.