

**Faculty of Health Sciences Boardroom – Contact Log**

Staff and visitors using the Faculty Boardroom are asked to complete the following log – details will be retained for 14 days from the date of the meeting, and will be used for the purposes of contact tracing, if required. This log will be shredded using the Faculty Office shredding bin for confidential waste.

**MAX CAPACITY FOR BOARDROOM UNDER SOCIAL DISTANCING: 10**

**All windows must remain open to ensure good ventilation.**

**Meeting durations will be limited to one hour, unless in exceptional circumstances to be approved by the Dean.**

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| --- | --- | --- |
| **Date and Time  of Meeting:** |  | |
| **Meeting Host:** |  | |
|  | **Name of persons present (please print)** | **Phone number for contact tracing** |
| **02** |  |  |
| **03** |  |  |
| **04** |  |  |
| **05** |  |  |
| **06** |  |  |
| **07** |  |  |
| **08** |  |  |
| **09** |  |  |
| **10** |  |  |