

# Covid-19 – Track & Trace

## Young Farmers Club

Activity Title: \_\_\_\_\_ Date: \_\_\_\_\_

### Track and Trace

For all activity lasting more than fifteen minutes in duration organisers should capture the following information on all Visitors / guests / speakers in attendance: [Visitors who do not stay onsite for more than fifteen minutes do not need to be recorded. For example: Parents for example who drop off their child or young person and leave quickly do not need to be recorded].

- Name, telephone number (and of the of next of kin (parent) if the individual is under 18), email address (and of the of next of kin (parent) if the individual is under 18) and date and time the activity started and time the activity finished, and everyone left the venue

**IMPORTANT: This information will be shared only with the NHS Track and Trace service and will kept securely for 21 days. It will then be destroyed.**

[Remember to use the attendance book for all club members, leaders, advisory members – the club will already have the contact details for this group].

Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

No.	Name	Telephone number	Email address	If under 18 yrs, telephone number and email of next of kin
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No.	Name	Telephone number	Email address	If under 18 yrs, telephone number and email of next of kin
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