



## CONTACT TRACING

*Advice to clubs on contract tracing.*

Contact tracing is the identification of individuals that have come into contact with people who have been diagnosed with COVID-19, and it is a fundamental precaution taken against the spread of the virus in the community.

This advice provides guidance to clubs on their responsibilities to obtain certain information from people to assist the Ministry of Health if contact tracing is required. Our clubs will be able to open at Alert Level 2, for non-contact trainings and social gatherings that do not exceed more than 100 people inside their clubrooms.

## REQUIREMENTS OF CLUBS

Clubs who choose to open at Alert Level 2 will be required to maintain a guest register to assist the Ministry of Health's efforts at contact tracing.

We have outlined two options available to our clubs. Our preferred and easiest option is electronically with written hard copy as an alternative.

Either option must record all individuals who have visited your facility. This includes:

- Clubrooms
- Changing Sheds
- Fields
- Gyms

It must include the following information for **each** individual:

- Date
- Time
- Full name
- Address
- Phone
- Email address

**All clubs/schools need to provide the Union with a site map identifying all possible access/exit points to their fields. See example attached**





## ELECTRONIC

IDMe Touch-Free Process: <http://id.idme.co.nz/about> (get your QR Code)

### Step one – (coaches, managers, players, members, parents, caregivers, referees, staff, supporters)

IDMe is a clever web app that lets anyone use their own phone to enter their personal contact information (Name, Address, Email, Phone). They only need to do this once. This displays their contact details as a scannable QR Code on their phone. It saves as an icon button to their phone home screen. This is all available now and you can ask members to complete this part before you open up your facilities.

For more information contact your club's committee.

### Step two – (Registrars, administrators, C19 Event Managers)

On your Sporty website database in the section of the online registration. Once enabled, this lets you log in from any smartphone or tablet and launch the QR scanner. It can then scan the QR Code from each person's phone and add their contact information into an online database, along with the date & timestamp. If a person doesn't have a smartphone or hasn't generated their QR Code, the system allows you to add their details to the database manually if you wish.

For more information and training contact Counties Manukau Rugby

E: [annette.tossell@steelers.co.nz](mailto:annette.tossell@steelers.co.nz) | M: 027 227 9729

### Step three - (Registrars, administrators, C19 Event Managers)

The contact details of each person who scans in or performs a self-check-in are automatically added to a secure database that is accessible only to the host organisation. Each record includes the location, date and time of attendance. All records must be deleted from the database once the purpose for which they were provided has expired.

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## HARD COPY

A helpful template is attached to this document. This should only be used as a last resort and must be written by a volunteer within your club. The guest **MUST** verbally provide their details to this volunteer. **DO NOT SHARE PENS.**

## IMPORTANT INFORMATION

Guidance issued by the Ministry of Health requires that these details should be kept for four weeks, and that the information collected may only be used for the purpose of contact tracing at the request of the Ministry of Health or local district health boards.

Care should be taken in the maintenance of the guest register, with the following issues being addressed:

- **Transparency:** Individuals must be made aware of the reason for the register, and what will happen to the information. It is suggested that the following wording be used:  
*“This information is being collected to assist in the management of the COVID-19 pandemic. It will be given to the Ministry of Health and/or the District Health Board on request in the event that it is required for contact tracing purposes. We will not use it for any other purpose and will destroy it after four weeks. It will be kept here at [name of the establishment]. You have a right to access and correct any information we hold about you.”*
- **Security:** Keep the information safe, in a locked area and think about how to prevent individuals seeing the information provided by others on the register, e.g. could you cover the others’ details when later individuals sign in?
- **Retention and disposal:** Securely dispose of the register after four weeks. Do not just throw it in the bin.
- **Use:** The sole purpose of the register is for contact tracing. Do not use the information for any other purpose, such as building your mailing list.
- **Disclosure:** Do not give the register to other parties, or let individuals flick through it. Should there be a suspected or confirmed COVID-19 case among someone who visited your facility, you should contact Healthline’s dedicated COVID-19 hotline on **0800 358 5453**. Health authorities will then decide whether to contact anyone else linked to the suspected or confirmed case.





# Counties Manukau Rugby Football Union



## COVID-19 Contact Tracing

If you need any further details or have any further queries regarding contact tracing and the Privacy Act 1993 please contact the Privacy Commissioner on **0800 803 909** (Monday to Friday, 10am to 3pm).



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# SITE MAP EXAMPLE

