EMPLOYEE CONTACT TRACING LOG BOOK

Institiúid Oideachais MARINO Institute of Education

An Associated College of Trinity College Dublin, the University of Dublin

In line with the Government's 'Return to Work Safely' Protocol, all employers are required to maintain a log or contact register in order to enable Covid-19 contact tracing. Contract tracing involves following up with anyone who has been in close contact with a person who is subsequently diagnosed as Covid-19 positive. This log will be required to meet these contact tracing requirements, in the event of a positive Covid-19 diagnosis among our staff or visitors to our premises.

This is an individual register of the close contacts you have had during your working week. It should be completed and retained by you unless required by MIE for Covid-19 Contact Tracing.

Data Protection: *If you are required to submit this record, it will be held by in accordance with our GDPR Policy and the data will be deleted as soon as it is no longer required for the purpose of contact tracing. We may be obliged to disclose this document to public health authorities in the event of a confirmed Covid-19 diagnosis.*

Employee Details	
Name:	

For the purposes of this form, we would like you to log the following,

- ✓ Anyone you spent more than 15 minutes with less than 2 metres from.
- ✓ Anyone you spent more than 2 hours with, regardless of the distance between you in the office / room.

Date	Name of Person I was in close contact with	Approx. contact duration