Logo

Description automatically generated**BD Covid-19 Organiser/Venue Toolkit – contact record sheet**

These should be completed daily as a record of your personal and professional activity, including details of any clients, staff or suppliers you have had contact with. This can then be used for contact tracing to assist with the tracking of virus infection if required. You should record any visits (clients, suppliers, venues, petrol station, shop, etc.) and use the observations to record any relevant details and who you have interacted with. In the event of you or one of your clients, staff or suppliers contracting the virus this vital information can help to effectively manage the virus spread.

**Organiser/venue name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Date** | **Client/visit/activity** | **Location/postcode** | **Activity in lesson/competitions** | **Observations** |
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