**National Health and Safety Function, Workplace Health and Wellbeing Unit,**

**National HR Division**

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|  | **Checklist/Form** | | |  |
| **Ref:** **CF:056:01** | **COVID-19 Contact Log** | | | |
| **Issue date:** | **June 2020** | **Reviewed:** | **November 2020** | |
| **Author(s):** | **National Health & Safety Function (NHSF)** | | | |
| **Note:** | *In the HSE, managers and employees should keep a contact log to record any instances of close contact, which should be completed daily. This information will assist with contact tracing. This information should be stored securely and readily available, as appropriate. It is currently recommended retaining contact logs for 4 weeks. Ensure you delete contact details in line with HSE guidelines.* | | | |

**Managers Name:**

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| **Date** | **Allocated Area/Department** | **Area/Department/Contact/Service User Visited** | **Time Visited** |
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**Staff Members Name:**