



## WALLINGTON VILLAGE COMMUNITY ASSOCIATION

### GUIDANCE FOR HALL USERS

### Record Keeping for

## COVID-19 Test and Trace Guidance

September 2020

### 1. Introduction

Under the *Health Protection (Coronavirus Collection of Contact details etc and Related requirements) Regulations 2020*, every hirer or organisation using a community hall must keep records of those attending their events.

The guidance may be accessed here:

<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Failure to collect and retain details can result in a fine of £1,000 for a first offence.

The records may be obtained electronically using a QR code (see below) or may be obtained from a booking system or from a paper-based register. They must be kept for three weeks.

The WVCA has amended the Special Conditions of Hire section 9 (**see Appendix A**) to reflect the new requirements.

### 2. QR Code and poster

The purpose of the code is to help stop the spread of the virus and make it possible for attendees who wish to use the QR code to do so.

When the code is scanned into a smart phone, the location will be recorded on the user's phone. If there is a reported outbreak of the virus at that location and the individual has downloaded the NHS COVID-19 app, they will receive a warning and advice.

Records of those who use the QR code need not be recorded (see below). Many attendees at the hall will be unable, or possibly unwilling, to use the app – failure to do so cannot be used to refuse entry.

**The WVCA has registered for a QR code and this may be found in the entrance lobby and in each of the halls.**

Hirers may wish to have their own QR code which they can display in the hall they are using and attendees with a smart phone can scan the hirer's own poster.

### 3. Contact details of attendees

**All hirers must keep contact details of those who have attended and who have not recorded their attendance on the app.** This information should be collected at the point where the person enters the premises and must include date and time; names and contact telephone numbers or email address of those who attended.

[If an attendee refuses to give details, entry does not have to be refused unless it is a community café, bar or social club, though the individual should be encouraged to do so. Those under the age of 16; those lacking the required mental capacity, those just making deliveries / collections; are not required to provide details.]

The records should be kept for 21 days and may be required by the NHS Test and Trace Service or local authority Public Health Officers should there have been a possible virus contact. As they are covered by GDPR rules, care has to be taken. If the records are recorded on paper, they have to be kept out of sight and securely stored.

If an individual informs the hirer or the WVCA that they have tested positive, the information must be kept confidential but the individual should be encouraged to inform Test and Trace and self-isolate (where relevant with the rest of their household). Should the hirer or the WVCA become aware that there has been more than one case of COVID-19, the local health protection team should be informed (PHE Hampshire and Isle of Wight Health Protection Team (South East), Fareham Borough Council Civic Offices, Civic Way, Fareham, PO16 7AZ Phone: [0344 225 3861](tel:03442253861) ([option 1 to 4 depending on area](#)))

## **Appendix A**

### **Supplementary Conditions of Hire**

#### **SC9**

You MUST keep a record of the date and time the activity started and the name and contact telephone numbers or email addresses of all those who attend your event (or a member of six people who attend together). This can be done either by operating an advance booking system which collects these details, by keeping a paper register of these details or by asking everyone who has a smart phone with the NHS app to use the hall (or your own) NHS QR poster. Your records MUST be kept for a minimum of 21 days.