

Appendix 5 Contact Tracing Log

Name of School				School Contact Person	
Address of School				For Queries only: Phone No	
				Email	
Name of Visitor					Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Visit	__ / __ / ____	Time	Entry to school _____ am <input type="checkbox"/> pm <input type="checkbox"/>		Exit from School _____ am <input type="checkbox"/> pm <input type="checkbox"/>
Visitor Status	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____		
Contact details of visitor	Company Name <small>(if applicable)</small>				
	Address				
	Contact No.		Email Address		
	Reason for Visit				
Who the visitor met (separate line required for each person the visitor met)					
Name of Person visited					Length of time spent with each person in the school