

## School Contact Tracing Log for Visitors

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