

Coggeshall United FC –

West Street, Coggeshall – Track and Trace Policy

NHS Track and Trace is a key part of the country's ongoing COVID-19 response. If we can rapidly detect people who have recently come into close contact with a new COVID-19 case, we can take action to minimise transmission of the virus. This is important as lockdown measures are eased and will help us return to a more normal way of life and reduce the risk of needing local lockdowns in the future.

By maintaining records of staff and all visitors, and sharing these with the NHS where requested, we can help identify people who may have been exposed to the virus. Containing outbreaks early could help to avoid the reintroduction of lockdown measures and support the country to return to, and maintain, a more normal way of life.

Information we will collect

The following information will be collected where possible:

- the names of staff who work at West St
- a contact phone number for each member of staff
- the dates and times that staff are at work

Supporters / Visitors

- the name of the supporter or visitor. If in a group, we will record the name of the 'lead member' of the group and the number of people in the group
- a contact phone number for each supporter or visitor, or for the lead member of a group of people
- date of visit, arrival time and, where possible, departure time

No additional data should be collected for this purpose. We will collect this information in a way that is manageable for us, preferably at the point that visitors enter the premises.

Recording both arrival and departure times (or estimated departure times) will help reduce the number of people needing to be contacted by NHS Track and Trace.

The accuracy of the information provided will be the responsibility of the individual who provides it.

To support NHS Track and Trace, we will hold records for 21 days. This reflects the incubation period for COVID-19 (which can be up to 14 days) and an additional 7 days to allow time for testing and tracing. After 21 days, this information will be securely disposed of.

We thank you for your understanding and cooperation.