

CONTACT TRACING: SUMMARY OF REQUIREMENTS

Summary below accurate as at 2 July 2020.

NSW	<p>Keep a record of name and a mobile number or email address for all staff, customers and contractors for a period of at least 28 days. For group bookings, one contact is sufficient to support contact tracing. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely</p>	<p>https://www.nsw.gov.au/covid-19/industry-guidelines/cinemas-theatres-concert-halls-drive-cinemas - see record keeping section of "Checklist of matters to be addressed in your COVID-19 Safety Plan".</p> <p>Refer Part 3, section 22(2) https://gazette.legislation.nsw.gov.au/so/download.w3p?id=Gazette_2020_2020-139.pdf</p>
VIC	<p>To support contact tracing, some businesses, workplaces and premises must request that each person who attends the premise for more than 15 minutes (including staff) provide:</p> <ul style="list-style-type: none"> • First name • Phone number <p>Businesses must keep a record of those details, and the date and time at which the person attended the facility. Where the patrons spend most of their time in a single space (i.e. a dining room, or a cinema), a record of the space used should also be kept. There is no need to keep multiple records if patrons move through multiple spaces.</p> <p>Records can be kept electronically or in hard copy. Records should be kept for 28 days.</p>	<p>https://www.dhhs.vic.gov.au/record-keeping-contact-tracing-covid-19</p> <p>Refer to section 15(4) https://www.dhhs.vic.gov.au/sites/default/files/documents/202007/Restricted%20Activity%20Directions%20%28Restricted%20Postcodes%29%20%28Signed%29%20.pdf</p>
QLD	<p>A person who owns, controls or operates a restricted business, activity or undertaking must keep contact information about all guests and staff for contact tracing purposes, including name, address</p>	<p>Refer to section 13</p>

	<p>and mobile phone number for a period of at least 56 days, unless otherwise specified. If requested, this information must be provided to public health officers. The information should be securely stored, not used for any other purpose and deleted after 56 days.</p>	<p>https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/business-activity-undertaking-direction</p>
<p>WA</p>	<p>Maintain attendance records</p> <p>Accurate and relevant records of people attending your premises will assist Public Health officials with contact tracing in the event of a positive COVID-19 case in your premises. If you decide to maintain attendance records, consider the following:</p> <ul style="list-style-type: none"> • Records could be physical (i.e. secure sign-in book managed by staff) or electronic, and to be relevant would need to include a name and contact information for each patron (e.g. phone number or email) • It is not suggested that you record details of people who visit the premises for a short period time and have minimal face-to-face interaction. For example, someone returning a book to a library, or someone ordering take-away. • Consider keeping a record of other visitors to the facility such as delivery drivers and maintenance contractors. • In order to be relevant, consider how you would produce a list in a timely manner of all patrons, staff, and other contacts for a given time period. • If records are taken, then they must not be used for purposes other than contact tracing (i.e. contact information is not to be used for marketing purposes) <p>If you decide to maintain attendance records, then you must implement a process consistent with any privacy obligations you have for obtaining and safely maintaining records.</p>	<p>Refer to page 8 https://www.wa.gov.au/sites/default/files/2020-06/COVID-Safety-Guidelines-Phase-4_0.pdf</p> <p>Refer to section 14 http://www.wa.gov.au/sites/default/files/2020-06/Closure%20and%20Restriction%20%28Limit%20the%20Spread%20%28Directions%29%20%28No%20%29.pdf</p>

SA	<p>Some businesses are required to make and retain records of patrons attending public activities. This must include the name of each patron in attendance, as well as their phone number or email address, along with the time and date of their attendance. These no longer include businesses that provide public entertainment.</p>	<p>https://www.covid-19.sa.gov.au/_data/assets/pdf_file/0011/209594/Contact-Tracing-Record-Attendance-at-Public-Activities.pdf</p> <p>Refer to section 10(4) and 13(1)</p> <p>https://www.covid-19.sa.gov.au/_data/assets/pdf_file/0004/222925/Emergency-Management-Public-Activities-No-3COVID-19-Direction-2020.pdf</p>
TAS	<p>Unable to find information that indicates patron contact information must be collect for contact tracing purposes. This may change.</p>	
ACT	<p>Venues (concert venues, theatres, arenas, auditoria, cinemas, movie theatres, and open-air drive-in cinemas) are required to ask for a first name and contact phone number of all individuals in attendance.</p> <p>If the individual provides the details, venues must keep a record of the details along with a date and time at which the person attended, to assist with contract tracing efforts, if required.</p>	<p>https://www.covid19.act.gov.au/_data/assets/pdf_file/0009/1554183/2006_CV_FS_Collecting-and-Storeage-Covid-Safe-Plan.pdf</p> <p>Refer to section 17(n), section 17(o) and section 17(s)</p> <p>https://legislation.act.gov.au/View/ni/2020-332/current/PDF/2020-332.PDF</p>
NT	<p>The guidelines for events and gatherings indicate that businesses need, when preparing their events safety plan or checklist, to provide a system to allow for the collection of information to assist health authorities with contact tracing if and when required. This includes how the business will collect and record contact details for all event attendees including name, phone and email (e.g. prepaid ticketing system).</p> <p>The COVID-19 – Event Safety Plan form indicates that the business needs to incorporate COVID management strategies into their emergency management plans. This includes a process for collecting contact information to assist with contact tracing.</p>	<p>https://coronavirus.nt.gov.au/roadmap-new-normal/business/guidelines-for-events-and-gatherings#/less than 100 people</p> <p>https://coronavirus.nt.gov.au/_data/assets/pdf_file/0010/889588/event-gathering-safety-plan-template.pdf</p>