

## Queensland Baptists COVID-19 Update 23 December 2020

We share today's update that was issued with the release of the [Restriction on Businesses, Activities and Undertakings Direction \(No.12\)](#), including some clarifications regarding collection of details for contact tracing.

Over the past weekend it was announced that paper registration of attendees' details is not sufficient, and that QLD Health would be moving to enforce electronic collection of information in coming days.

Today we have seen clarification on this issue, and are pleased to advise that at this time, electronic collection of details is being mandated only for hospitality venues. This includes pubs, nightclubs, restaurants, cafes and other venues that serve food and drinks.

We are advised other industries may be included in the requirement to collect details electronically in a staged approach in the future. As such we encourage our QB churches to consider planning for this requirement should it be applied to Places of Worship coming days/weeks.

The below recaps the latest in relation to collection of information.

### What contact information must be collected?

As restricted businesses, Places of Worship must collect contact information from all attendees and staff at the time of entry and store it for contact tracing purposes for a period of **minimum of 30 days and a maximum of 56 days**. For each patron, this information must include:

- Full name
- Phone number
- Email address (residential address if unavailable)
- Date and time period of patronage

### How do we manage collecting the period of attendance?

To capture the time period, restricted businesses must:

- keep a person's 'in-time' and either the person's 'out-time',
- have policies that restrict time periods (for example, a two-hour table limit) or
- inform the person they are more likely to be contacted by authorities in the event of contact tracing if an 'out-time' is not provided.

### How should we collect and store information?

There is no single method for collecting and storing contact tracing information, this is a decision for individual churches. At present however, hospitality venues such as pubs, clubs and cafes, must collect and store all records electronically.

### Why is this so important?

High quality, accurate and well-organised contact information will assist public health officers to contain and respond to the spread of COVID-19 within the community.

Poor practices associated with the collection, storage and production of contact information will likely hamper contact tracing and may result in a breach of the public health direction. Haste, carelessness or inappropriate collection methods may also result in threats to personal information.

### **What are the requirements for keeping suitable contact information?**

- Advise patrons it is a condition of entry to leave their contact information.
- Have a clear and consistent method for keeping, storing, producing and destroying contact information. Businesses must ensure this method is discussed with all staff/volunteers.
- Contact information is required from each patron, **not a single patron within a group**.
- Businesses must take reasonable steps to ensure the contact information collected is accurate.
- Review details provided by patrons to ensure there are no missing fields or clearly false or misleading information.
- Contact information must be stored such that it cannot be reviewed or tampered with by other attendees (e.g. a running list kept permanently on a table is not suitable).
- Contact information must be stored in a manner that facilitates efficient retrieval for a specified date and/or time (e.g. batched per day).

Examples of unsuitable methods of keeping contact information:

- A notebook stored at a counter that relies on attendees to voluntarily provide contact information without verification from staff/volunteers.
- An application where the business has little or no control over producing information within one hour.
- A sheet of paper and pen permanently kept at a table and is collected at the close of business each day.

### **When will contact information be required?**

Public health officers will contact the business if a person diagnosed with COVID-19 states they attended the business at a time when they were considered infectious. This may be in person or via telephone. Public health officers will require the information of each attendees and staff for a specific date and time period. Public health officers will not provide details of the person diagnosed with COVID-19.

It is critical that contact tracing is conducted in a timely manner to limit the spread of COVID-19. While each business may have different methods for collecting and storing information, there is an expectation that details of relevant staff and guests will be produced immediately to a public health officer when required (usually within one hour).