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 ☐ No ☐

Date of Visit	__ __ / __ __ /_____	**Time**	**Entry to school** _____ am ☐ pm ☐	**Exit from School** _____ am ☐ pm ☐

Visitor Status	Contractor ☐	Parent/Guardian ☐	Other ☐ Please complete: _____

Contact details of visitor	Company Name (if applicable)	
	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**