**Covid-19 Contact Log[[1]](#footnote-1)**

Please keep a record of your daily contacts for the purposes of contact tracing. This information should be stored securely and be readily available upon request by the HSE. LYIT will not ask you for a copy of this information unless specifically instructed to do so by the HSE.

**Contact Log for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Names of person(s) you had contact with?** | **Approx. duration of exposure with contact (<15min or >15min)?** | **Was exposure close contact[[2]](#footnote-2) i.e. <2metres** | **Area where contact occurred (e.g. office, canteen, class group etc)** | **Campus/Building** |
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1. This log relates to your contacts in LYIT only and is not intended to act as a log for your personal contacts outside of working hours [↑](#footnote-ref-1)
2. Please note Close contact is defined by the HSE as spending more than 15 minutes within two metres of an infected person [↑](#footnote-ref-2)