

Daily Contact Log

All staff that attend on-site at any of the CSO Offices are required to complete a contact log for each day in attendance, including partial day attendance.

Background / Context

On 1st May 2020, the Government published a '[Roadmap for Reopening Society and Business](#)' to ease the COVID-19 restrictions and reopen Ireland's economy and society in a phased manner. In conjunction with this roadmap, a '[Return to Work Safely Protocol](#)' has been agreed between employers, unions and the Government and this is in now place for all businesses, including the CSO. This protocol describes the measures required to be put in place by employers and adhered to by workers to reduce the risk of spread of COVID-19 in the workplace.

The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting the worker, their colleagues and others at the workplace. One action in the 'Return To Work Safely Protocol' to help with this process is to keep a log of contact/ group work to facilitate contact tracing. On confirmation of a positive diagnosis contact tracing is instigated by the HSE. Contact tracing plays a key role in mitigating additional exposure.

The purpose of the Daily Contact Log is to assist employees and the CSO in this process. All staff that attend on-site at any of the CSO Offices are obliged to complete this log daily. Information contained within the log shall remain confidential. It will only be accessed should the individual concerned notify the CSO that they are a suspected or confirmed COVID-19 case. In conjunction with supporting the HSE's processes, the CSO may use this log in a preventative capacity, on receiving notification of a suspected or confirmed case of COVID-19. In such an instance the CSO shall follow the directions of the HSE.

Completion & Submission of Daily Contact Log

The log must be completed daily and emailed to HR on ReturntoOffice@cso.ie. The daily record will be retained for 4 weeks, after which it will be destroyed as the information is no longer relevant for the purposes of contact tracing.

Completion of Daily Contact Logs shall only be maintained during the COVID-19 Pandemic. The situation in relation to COVID-19 is dynamic and it will be monitored on a regular basis. The operation of the Daily Contact Log and the definitions referred to therein may change in line with any changes in public health guidance etc, see [transparency notice](#).

Details are required in respect of all close contacts.

Close Contact

Close contact can mean spending more than 15 minutes (cumulative in one day), within 2 metres of a person. Anyone who has shared a closed space for longer than 2 hours even when social distancing is also considered a Close Contact. For the purposes of this log, a closed space includes meeting rooms, and individual offices, but excludes open plan office spaces. Any queries in this regard, please email ReturntoOffice@cso.ie.