**CSO Daily Contact Log**

# ***NOTE:***

# ***This data is being collected at the direction of the HSE and will only be used for the purpose of COVID-19 contact tracing and for no other purpose. It will be retained for no longer than 4* weeks.**

* ***In line with public health advice, the office is working to a principle of zero close contacts. If a pattern of close contacts is established, please contact your Line Manager to resolve it.***

|  |  |
| --- | --- |
| **Staff Member:** |  |
| **Section:** |  |
| **Division:** |  |
| **Office Location - Cork/Ardee Rd/Swords:** |  |
| **Room/Wing:** |  |
| **Date of Attendance:** |  |

**If you have had no close contacts during your time in the Office today, please tick the following box and no further information is required:** [ ]

**Otherwise, please provide details as set out below of all close contacts made during your time in the Office today:**

**Details of Close Contacts**

|  |  |  |
| --- | --- | --- |
| **Contact Name** | **Where/location** | **For each Close Contact made, indicate whether (a) or (b)**  |
|  |  | 1. **Spent >15 mins (cumulative in one day), within 2 metres**
 | 1. **Shared a closed space\* for longer than 2 hours**
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\* **For the purposes of this log a closed space includes meeting rooms and individual offices, whilst excluding open plan office spaces provided social distancing of 2 metres is maintained in these areas.**

(Please add more rows if required)

**Please email completed form (including nil return) daily to ReturntoOffice@cso.ie**

**Reminder: You should not attend the office if you have been advised to self-isolate, cocoon, have confirmed or suspected COVID-19 or its symptoms, or have been in close contact with someone with confirmed or suspected COVID-19. A person with suspected COVID-19 refers to a person that has been sent for COVID-19 testing under medical direction.**