

NHS Test and Trace

Please use this form to collect the following information in line with government guidance.

CORONAVIRUS

**KEEP
WEST
SUSSEX
SAFE**

Customers and visitors

Full name	Phone number	Date	Arrival time	Departure time



You should keep this temporary record of your customers and visitors for 21 days and assist NHS Test and Trace with requests for that data if needed. NHS Test and Trace will contact you directly for these records only where it is necessary.

Staff who work at the premises

Staff names	Phone numbers	Date working	Time working

Customers and visitors

If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group.

Or if a customer interacts with only one member of staff (for example, a hairdresser), the name of the assigned staff member should be recorded alongside the name of the customer.

Name	Phone number	Date	Arrival time	Departure time