

Management and storage of hard copy COVID-19 contact tracing forms.

Alternative to SA Government Digital QR Code App (hard copy)

In line with CALHN's COVID-safe plans we are required to provide all persons entering our premises with an alternative to the government approved digital QR code check-in process.

This document outlines how

- these alternative records are to be made available, managed and stored.
- CALHN will respond to a request from the Communicable Diseases Control Branch (CDCB) for non QR code (paper) attendance records.

Guiding principles

The manager / nominated officer for each CALHN site or service with a unique QR code must have a plan to adhere to the SA Government requirements for managing non QR code attendance records.

All sites / services with a unique QR code must provide staff, contractors and visitors with the option to record their attendance at that site / service on an **approved** alternative **digital record** or a **paper record**.

Each site / service shall develop a local process for the storage of paper records.

All paper records must be stored confidentially at the site / service level for **28 days**.

All paper records must be disposed of in a confidential paper waste bin or shredder.

The manager / nominated officer or delegate must have a process whereby the paper records can be accessed upon request in a timely manner (<1-2 hours). See [Flowchart](#) over on the next page.

This may be necessary if contact tracing by CDCB is required.

Additional information regarding responsibilities can be found at the [Create a COVID-Safe Plan](#) website



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Flowchart - manual contact tracing record request

