



## **WHA Contact Tracing Process for Team trainings**

### **Background:**

This document is to cover off the requirement of contact tracing for clubs and schools as a required under the Alert level 2 for a return to sport. Contact tracing requires collaboration from all stakeholders to ensure we are protecting each other in the event of a Covid-19 case being detected in a visitor to a WHA Turf.

WHA are looking at various options for Contact tracing apps and more information will come out on this shortly, in the meantime the decision has been made for clubs to keep a record of who attends their training sessions and the below outlines how we will do this.

All trainings conducted by clubs or schools require a record of who has attended each training at WHA facilities including NHS 1, 2, 3, Elsdon, Fraser Park and Maidstone. Kapiti will advise us of their process shortly.

### **Responsibility:**

1. The responsibility of documenting who is present at each training will reside with the club or school that team is associated to.
2. That information collected is required to be supplied to Wellington Hockey Association (WHA) no later than 48 hours after the completion of that training.
3. The club or school will keep the submitted details on a file for 4 weeks (as is recommended by MOH), at which point that information can be deleted.
4. It is recommended that each club or school has someone responsible for overseeing the contact tracing of trainings.

### **Steps of sharing information:**

1. Each club or school will have their own individual folder through Google Docs, supplied by WHA, which can only be accessed by their approved person.
2. A contact tracing template is in each of those folders for club's and schools
3. Club's and schools can then create a copy of the template for each of their teams or training groups
4. Each team or training group will be required to have someone take on the role of recording who is at training then submit it to WHA via the template. An example could be a simple team list (players & staff) is used to tick off who is present, a cell phone used

to note names of present players or open the link and fill in the spreadsheet at the time etc. Whatever will work best for you to capture who is present. Later, the supplied template can be populated and submitted to WHA.

- The submitting process, once the template is set up should take no more than a couple of minutes each time to mark who was present at that training.

### Person responsible for capturing team details

The person responsible for contact tracing for each team does not have to be someone on the training pitch with the team. It could be a manager, player, or parent (someone suitable).

**For a non-playing member** i.e. manager or parent as the team arrives you are able to note who has arrived for training **then leave**. Ensure you do not come into physical contact with anyone. If you are planning on staying at the venue, you will need to be classed as part of the 10 people in a group, **as no spectators are able to remain at the facilities at all times**.

This way we are keeping an accurate record of who was present, that can be submitted to Ministry of Health (MOH) or local Health Board if requested at any time.

We understand that we are asking more of clubs and schools but when it was investigated, this was the simplest and most effective way we could deliver a stand-up contact tracing system that covers off the requirements of the MOH. Once the habit is formed the process should be simple to follow.

Below is a copy of the WHA template required to be updated within 48 hours after a training has been held, on WHA facilities. Failure to do so may see you excluded from using facilities until WHA can be confident the contact tracing system will be followed.

If you have any questions feel free to contact us through email – [info@wellingtonhockey.org.nz](mailto:info@wellingtonhockey.org.nz)

Wellington Hockey Association	Upper Hutt Hockey Club	P2 Women							
<p><b>Please let us know if you are feeling unwell or show signs of COVID-19 before this hockey activity or in the two weeks afterwards. The information collected in this form (your information) is being collected by [the Club/School] and will be used solely for the purpose of</b></p> <p><b>(a) ensuring the health and safety of our hockey community to the extent we reasonably can and</b></p> <p><b>(b) helping to trace individuals who are or may be affected by COVID-19.</b></p> <p><b>Your information will be held by [the club/school] and may be shared for these purposes with hockey administrators, others present at this hockey activity, health agencies and as permitted under law. The [Club/school] will delete your information after 4 weeks (or as otherwise advised by health agencies) and we will ask any other hockey administrator who receives your information to do the same. If you'd like a copy of your information, you can ask us at any time. By signing below, you confirm you have read, understood and authorised the collection and use of your information in the way described on this form.</b></p>									
Agree / Disagree:	Agree								
School/Club:	Upper Hutt Hockey Club	Email Address	Phone Number						
Coach:	Coach 1	<a href="mailto:upperhuthockey@gmail.com">upperhuthockey@gmail.com</a>	000 000 0000						
Assistant Coach:	N/A	<a href="mailto:example@gmail.com">example@gmail.com</a>	000 000 0000						
Manager:	Joe Bloggs	<a href="mailto:example@gmail.com">example@gmail.com</a>	000 000 0000						
Person Responsible for this list:	Joe Bloggs	<a href="mailto:example@gmail.com">example@gmail.com</a>	000 000 0000						
<b>Full Name</b>	<b>Email Address</b>	<b>Phone Number</b>	<b>Emergency Contact</b>	<b>Physical Address</b>	<b>Turf (NHS 1, 2, 3), Elsdon, Maidstone, Fraser Park, Kapiti</b>	<b>Date 1</b>	<b>Time 1</b>	<b>Date 2</b>	<b>Time 2</b>
Player 1	<a href="mailto:abc@wellingtonhockey.org.nz">abc@wellingtonhockey.org.nz</a>	000 000 0000	000 000 0000	123, Te Ara, Wellington	Maidstone	5/18/2020	0700 - 0800	5/25/2020	0700 - 0800
Player 2	<a href="mailto:abc@wellingtonhockey.org.nz">abc@wellingtonhockey.org.nz</a>	000 000 0000	000 000 0000	123, Te Ara, Wellington	Maidstone	5/12/2020	0700 - 0800	5/25/2020	0700 - 0800
Coach Name	<a href="mailto:abc@wellingtonhockey.org.nz">abc@wellingtonhockey.org.nz</a>	000 000 0000	000 000 0000	123, Te Ara, Wellington	Maidstone	5/12/2020	0700 - 0800	5/25/2020	0700 - 0800