Record keeping

- Keep a record of name and a mobile number or email address for all staff, volunteers, participants, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.
- Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.
- Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.