



WHA Contact Tracing Process for Team trainings and games

Background:

This document is to cover off the requirement of contact tracing for clubs and schools as a required under the Alert level 2. 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.

The decision has been made for clubs/schools to keep a record of who attends their training sessions and games, and the below outlines how we will do this.

All trainings and competition games conducted by clubs or schools are require a record of who has attended them at WHA facilities including NHS 1, 2, 3, Elsdon, Fraser Park, Maidstone and Kapiti.

Responsibility:

1. The responsibility of documenting who is present at each training and game 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 or game.
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 and games.

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

