

## WRITTEN RECORD OF THOSE ATTENDING METHODIST EVENTS DURING THE COVID REOPENING PROCESS

This sheet should be printed in its full form. If more pages are needed each page must have this full heading.

It is necessary, for the time being, for church stewards to keep a record of those attending Methodist events. This is to enable tracking and tracing should there be an upsurge in Covid infections as a result of the relaxation of the lockdown. This is intended to keep everyone safe. We realise it is in some senses intrusive but please be assured that the information given will be stored securely and destroyed after 21 days. There will be a separate sheet for each event. The sheet must be completed for every act of worship and every event held on Methodist premises. Following the event, it must be placed in a locked draw. In the event of an infection being identified you will need to be able to produce this list quickly.

Date, time and title of event.	
NAME	CONTACT NUMBER