**Covid-19 Secure YFC**

**Social Distancing measures for FC activities**

Updated 14 April 2021

Wales

**Templates to assist YFC clubs open in a Covid secure way**

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**Attendance record for visitors/guests/speakers**

On YFC club letterhead

***Covid-19 – Test, Trace, Protect***

***XXXXXXXXX Young Farmers Club***

**Activity Title: Date:**

[***Test, Trace, Protect***](https://gov.wales/keeping-records-staff-customers-and-visitors-test-trace-protect#section-46235)

For all participants, organisers should capture the following information on all Visitors / guests / speakers in attendance: [Visitors who do not stay onsite do not need to be recorded. For example: Parents for example who drop off their child or young person and leave quickly do not need to be recorded].

* Name, telephone number (and of the of next of kin (parent/carer if the individual is under 18), email address (and of the of next of kin (parent/carer if the individual is under 18) and date and time the activity started and time the activity finished, and everyone left the venue

**IMPORTANT: This information will be shared only with the NHS Wales Test, Trace, Protect service in the event of a case and will kept securely for 21 days. It will then be destroyed.**

[Remember to use the attendance book for all club members, leaders, advisory members – the club will already have the contact details for this group].

**Start time: Finish time:**

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| --- | --- | --- | --- |
| **Name** | **Telephone number** | **Email address** | **If under 18 yrs, telephone number and email of next of kin** |
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