

# Memorandum

TO: Clergy, Pastoral Leaders, Parish Leadership Teams, Parish Staff

CC:

FROM: Fr Andrew Doohan VG

DATE: 09/07/2021

ATTACHMENTS: 1

**SUBJECT: Collection of Contact Details – Changes to Requirements**

Dear colleagues,

The collection of contact details for persons entering places of worship have been required for a significant period. We are now well used to the regime around the availability of Service NSW QR Codes as the preferred option for collecting this information, and with paper-based forms as a secondary option where the use of a QR Code and phone is simply not possible.

The NSW Government has gazetted amendments to the *Public Health (COVID-19 Gathering Restrictions) Order (No 2) 2021* ('the Order') which will have an impact on the way in which this information is required to be collected in our places of public worship.

**From the beginning of Monday 12 July 2021**, places of public worship no longer have an exception to the requirement to collect contact details via electronic means through the Service NSW QR Code system.

It will be mandatory to sign-in to venues, including our churches, via the Service NSW QR code system. There has also been a change which requires any manual sign ins to be uploaded into the Service NSW system within 12 hours.

When entering a place of public worship (i.e., our church buildings), persons now have three options when it comes to providing the required contact details:

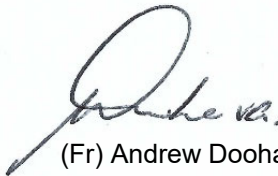
1. Utilising a mobile phone or device to scan the Service NSW QR Code, or
2. Utilising the Online Check in Form link for each location (**see below for details**) and signing another person in on their behalf, or
3. Utilising a manual sign in form (such as the attached) and then transferring the information to Service NSW via the Online Check in Form (**see below for details**) within 12 hours – the manual form **must be kept for 4 weeks** and then destroyed.

I recognise that this change is going to create more work for parish leaders and parish staff, and I wish I could say that there was another option. Regretfully, we have an absolute obligation to comply with the law as it is enacted and I would ask for your assistance in ensuring we do everything possible to play our part in protecting the NSW community at the present moment.

I will be on Annual Leave from Monday 12 July until Monday 2 August inclusive, and so may not be immediately available to assist in clarifying the implementation or finer aspects of the new requirements. Wayne Carman, Safety and Wellbeing Business Partner in the Diocesan HR Shared Service has generously offered to assist parishes in the implementation of this new aspect of the collection of contact details. Wayne can be contacted via email at [wayne.carman@mn.catholic.org.au](mailto:wayne.carman@mn.catholic.org.au). I am most grateful for Wayne's assistance in this regard.

If you have any questions about the above information, please get in touch.

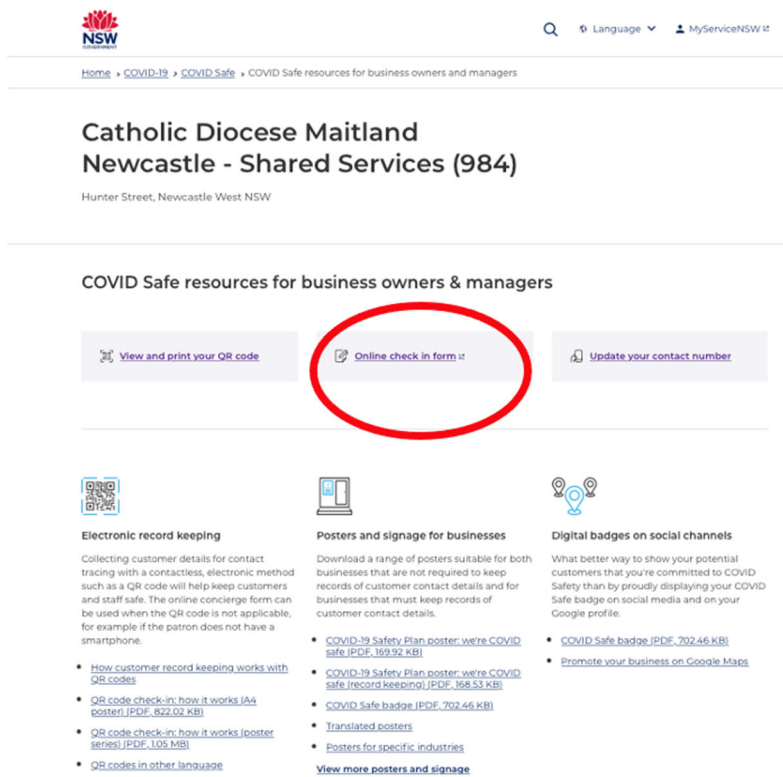
Regards,



(Fr) Andrew Doohan VG

### To Access the Online Check in Form

- Go to the original email that was sent to the parish with your Service NSW QR Code and open the link.
- The page should look something like this – note the “Online Check in Form” Link:



The screenshot shows the NSW Government website page for COVID Safe resources for business owners and managers. The page header includes the NSW logo, a search icon, a language dropdown, and a 'MyServiceNSW' user icon. The breadcrumb trail is 'Home > COVID-19 > COVID Safe > COVID Safe resources for business owners and managers'. The main heading is 'Catholic Diocese Maitland Newcastle - Shared Services (984)' with the address 'Hunter Street, Newcastle West NSW'. Below this is a section titled 'COVID Safe resources for business owners & managers' containing three buttons: 'View and print your QR code', 'Online check in form' (circled in red), and 'Update your contact number'. The page is divided into three columns: 'Electronic record keeping', 'Posters and signage for businesses', and 'Digital badges on social channels'. Each column contains a brief description and a list of links to various resources like PDFs and posters.

- Open the “Online Check in Form” Link and you will be directed to this page where the persons details can be added:

COVID Safe Check-in

## Enter customer's contact details

Catholic Diocese Maitland Newcastle - Shared Services (984)

All fields are required.

First name

Last name

Australian phone number

Enter a 10-digit number (mobile or landline with area code)

International phone number

### Privacy information

Make sure the customer knows that their details are stored securely with Service NSW and will only be used for contact tracing in the event of a confirmed case at this venue.

For more information, show them the full [Privacy Collection Statement](#).

[Add a dependant](#)

Include anyone who is unable to check in themselves

[Check in](#)

- If a manual sign in form is used (such as the attached), this Online Check in Form can be used to transfer the information to Service NSW within 12 hours.

If you cannot locate the original email from Service NSW, it can be retrieved by following this [LINK](#) and inserting the email address used to register and apply for the Service NSW QR Code. A replacement email will be sent to that address.



# RECORD OF VISITORS AT PREMISES



DATE xx/xx/2020	FIRST NAME	SURNAME	PHONE NUMBER <sup>1</sup> (preferred) or Email	ARRIVAL TIME 00.00

<sup>1</sup> Phone numbers are preferred as they facilitate quicker contact tracing.