

Memorandum

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

CC:

FROM: Fr Andrew Doohan VG

DATE: 12/07/2021

ATTACHMENTS: 3

SUBJECT: Collection of Contact Details – Update to Requirements

Dear colleagues,

Following my memo of Friday 9 July regarding changes to requirements to the collection of contact details, the NSW Government **yesterday** gazetted further amendments to the *Public Health (COVID-19 Gathering Restrictions) Order (No 2) 2021* ('the Order').

It remains preferable for the Service NSW QR Code to be used whenever possible.

Where a QR Code cannot be used, contact details can be collected on a manual sign in sheet (see attached).

The amended Order no longer requires contact details collected via a manual sign in form to be uploaded to Service NSW via the Online Check in Form.

The new requirement is that contact details collected via manual sign in forms are kept in a format that would permit them to be provided electronically to the Chief Health Officer within 4 hours of being requested.

It is strongly recommended that contact details be transcribed into a spreadsheet as soon as practicable to make the sending of information to NSW Health as easy and as quick as possible. Templates have been prepared and are attached to his memo in both Excel and Word formats.

Manual sign in forms must be securely kept for 28 days, after which they must be destroyed.

Each church, parish office, or other physical location used by the parish must have an individual QR Code, e.g., St Benedict's Parish has a separate and unique QR Code for each of the five churches, for the Parish Office, and for Southern Cross Hall. Please ensure that your parish can meet this requirement as a matter of priority.

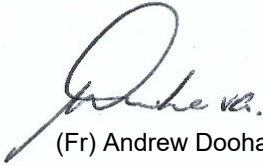
Wayne Carman is ready to assist any parish that requires help in obtaining additional QR Codes. Wayne can be contacted by email on wayne.carman@mn.catholic.org.au. I am grateful for Wayne's assistance.

I recognise that the constant stream of memos is problematic, and I sincerely wish that I could avoid sending them. However, the regulatory environment is constantly changing as the COVID-19 situation in NSW changes.

Though I will be on Annual Leave from Monday 12 July to Monday 2 August inclusive, I will continue to monitor changes to public health orders and will communicate any changes that impact on parish life as soon as possible.

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

Regards,

A handwritten signature in black ink, appearing to read 'Andrew Doohan', is written over a light blue rectangular background.

(Fr) Andrew Doohan VG