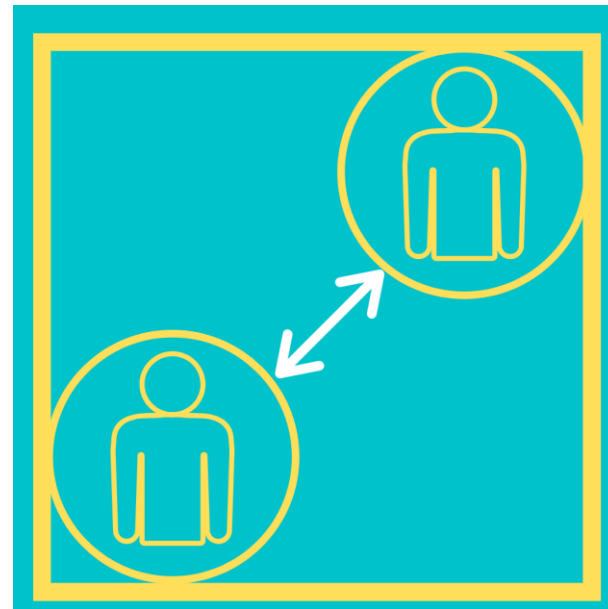
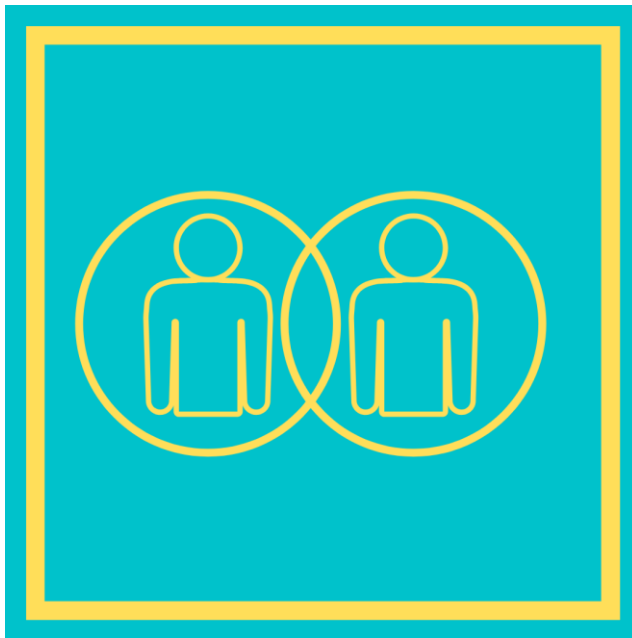


How to Maintain a Contact Log

This information is based on Health Protection Surveillance Centre (HPSC) guidelines and as Three Q Temps Ltd. is not a health governing body, we have no liability for this advice and ask that all team members review the Health Service Executive (HSE) and HSPC website for updates and for any and all queries and concerns.

What is a Contact Log?

A **Contact Log** is a simple **list** of the people you come in contact every day. While it does not include the people you may have shared public transport with or the people you've been in the supermarket with, it does include **Close Contacts** and **Casual Contacts**.



Why is maintaining a Contact Log important?

Maintaining a Contact Log is important to help the Health Service Executive (HSE) prevent to spread of COVID-19 by:



Distinguishing Between and Close
Contact and a Casual Contact

How to Identify Close Contacts: General



Household Contact
defined as living or
sleeping in the same
home



Contact who has
shared closed space
for 2+ hours with a
confirmed case



Passenger on an
Aircraft within 2
seats of a confirmed
case



Healthcare workers

Anyone who has more than 15 minutes face to face contact at less than 2 meters distance , from a confirmed case

How to identify Close Contacts: Healthcare workers



If you were not in complete Personal Protective Equipment (PPE) gear and have exposure to a COVID-19 case under these situations:

If you meet any of these criteria, you will be a Close Contact of the case for 14 days after this contact



Face to face meeting >15 mins with <2 meter distance

Present while an aerosol generating procedure is undertaken



Exposure of your eyes or mouth or mucus membranes, to the bodily fluids of the case

How to Identify Casual Contacts: General



Contact who has shared closed space for less than 2 hours with a confirmed case



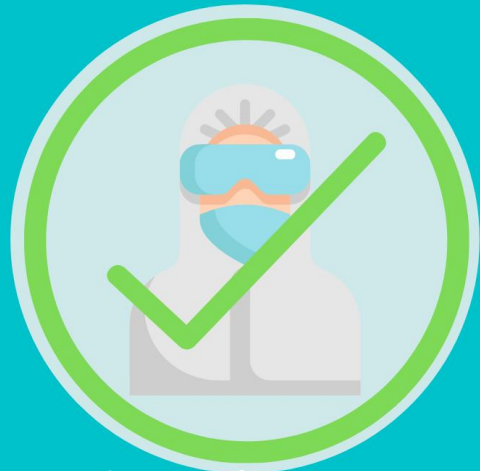
Passenger on an Aircraft sitting beyond 2 seats in any direction of a confirmed case



Any Individual who has shared a closed space with a confirmed case for longer than 2 hours but following risk assessment, does not meet the definition of a close contact



How to identify Casual Contacts: Healthcare workers



If you were in complete PPE gear and have exposure to a COVID-19 case under these situations:

If you meet any of these criteria, you will be a Casual Contact of the case for 14 days after this contact



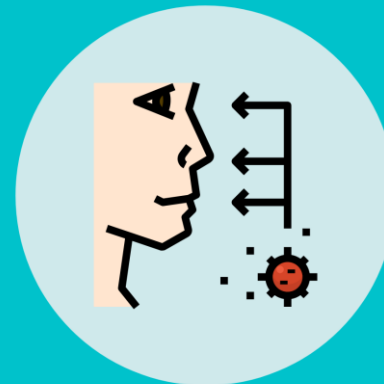
Face to face meeting >15 mins with <2 meter distance
OR unprotected exposure <15 mins with <1meter distance



Present while an aerosol generating procedure is undertaken



Not wearing gloves but was wearing a gown, eye, nose and mouth protection, performed hand hygiene immediately after hand skin contact with secretions / excretions of a case



Protected exposure to the bodily fluids of a case