**CONTACT TRACING LOG FOR [INSERT CLUB OR SKATING SCHOOL NAME]**

**SKATE CANADA: ALBERTA-NWT/NUNAVUT**

* All skaters, coaches, choreographers, volunteers and spectators must be included in this log. The log can be electronic or completed on site by a dedicated resource (responsible adult etc.)
* The information collected on this document is being collected to assist in the management of the COVID-19 pandemic. This information must be kept in a secure location and will be provided to Alberta Health Services upon request, if it is required for tracing purposes.
* Neither Skate Canada: Alberta-NWT/Nunavut nor [INSERT CLUB NAME] will use this information for any other purpose and all logs will be maintained for 4 weeks and then promptly destroyed.
* Under Privacy Regulations all signees have the right to access and correct any information.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **DATE:**  **LOCATION:**  **TRAINING SESSION (TIME):**  **VOLUNTEER:** | | | | | | | | | | |
| **Skater** | **Date** | **Full Name** | **Address** | **Email** | **Phone** | **Member type** | **Health**  **Screen Done** | **Waiver** | **Time on/in** | **Time off/out** | **Volun.**  **Initials** |
| 1 | 06/17/20 | Example Skater | 123 Healthy St, Edmonton | myname@email.com | 403-123-4567 | Skater |  |  | 9:00am | 9:50am | JB |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |  |  |