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# **ATTENDANCE REGISTER FOR ALL WINDMILL USERS**

**You MUST NOT enter the building if you or anyone in your household has any of the following COVID-19 symptoms:**

* a high temperature
* a new, continuous cough
* a loss or change to your sense of smell or taste

To support NHS Test and Trace please complete this attendance register each time you use the Windmill building. If you are contacted by NHS Test and Trace, contact tracers will:

* call you from 0300 013 5000
* send you text messages from NHStracing
* ask you to sign into the NHS Test and Trace contact-tracing website

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| **Date of use of the Windmill:** |  |
| **Start and end time of use:** |  |
| **Name of organiser:** |  |
| **Signature of organiser:** |  |
| **Mobile phone number:** |  |

*You should hold records for 21 days. This reflects the incubation period for COVID-19 (which can be up to 14 days) and an additional 7 days to allow time for testing and tracing. After 21 days, this information should be securely disposed of or deleted.*

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|  | **Name of person attending**  | **Mobile phone number** |
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# **Please use a separate piece of paper if necessary**

# **Thank you for trying to keep us all safe!**

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