


From: licensing@winchester.gov.uk 
Subject: Update: Maintaining records of staff, customers and visitors to support NHS Test and Trace
Date: 18 September 2020 at 14:16
To:



To the person with control of the business,

Continued opening up of the economy is reliant on NHS Test and Trace being used to minimise transmission of the virus. In order to ensure that businesses are able to remain open, the Government is mandating from **Friday 18th September** that you must ask everyone who visits your premises to provide their contact details to assist NHS Test and Trace. You must have a system in place to ensure that you can collect that information for your customers. [Check what data you need to collect and how it should be managed.](#)

Many businesses that take bookings already have systems for recording their customers and visitors – including hairdressers and beauty salons. These existing systems may be an effective means of collecting contact details, but if such a system is not in place, this will now be required in order to be compliant with the new regulations on NHS Test and Trace.

In addition, the hospitality sector will be required to ensure that anyone visiting pubs, restaurants and other venues provides their contact information before being allowed entry to the venue. Any business that is found not to be compliant with these regulations will be subject to financial penalties. It is vital that you comply with these regulations to help keep people safe, and to keep businesses open.

To assist with this, you can display an official NHS QR code poster so that customers and visitors can check into a venue using their NHS Covid-19 app. [Government is urging businesses to use the NHS QR codes from Thursday 24th September, when the app launches.](#)

If customers choose to check-in using the QR code, then you do not also need to take the name or contact details of any member of the group.

QR posters are unique to each venue – businesses can download posters with personalised QR codes for each of their premises [here](#). We would encourage all businesses to start downloading and printing posters now so that they are ready for when the app launches next week.

You can also find posters for display ready to download [here](#).

Businesses must also keep records of staff working patterns for a period of 21 days to assist NHS Test and Trace contain clusters or outbreaks. [Find out more about how NHS Test and Trace works.](#)

The Rule of 6

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To prevent the spread of the virus, from 14 September there will be legal limits on how many people someone can spend time with in a social group at any one time. Whether indoors or outdoors people from different households must not

meet in groups of larger than 6. This limit does not apply to meetings of a single household group or support bubble where it consists of more than 6 people.

Venues following COVID-19 secure guidelines can host more than 6 people in total, but no one should visit or socialise in a group of greater than 6. It is also important that people from different households or [support bubbles](#) meeting in a single group remain socially distanced. [Find further information on social contact rules, social distancing and the exemptions that exist](#). These rules will not apply to workplaces or education settings, alongside other exemptions.

Businesses that are found to operate in a way that increases the risk of transmission (for example by facilitating indoor gatherings between multiple households) can be closed by Local Authorities under the Health Protection (Coronavirus, Restrictions) (England) (No. 3) Regulations 2020.

For further information, including the **steps that will usually be needed, please refer to the Government guidance:** [Working safely during coronavirus \(COVID-19\)](#)

It is critical that businesses continue to take a range of measures to keep everyone safe during the COVID-19 pandemic. We appreciate your ongoing effort to do this. If having read the guidance, you have any questions that we can assist with, please do not hesitate to contact us on 01962 848097 or at EHealth@winchester.gov.uk

Kind regards,

Public Protection Team
Winchester City Council

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