

# Contact Tracing Guide for Rugby Clubs

# What is contact tracing and why do we have to do it?

Contact tracing is the ability to be able to contact every person a suspected or confirmed case of COVID-19 has been within 1 metre of to check if they have symptoms and possibly be tested.

It's an important part of NZ's efforts to eliminate the virus and a requirement for all businesses and community groups to put in place to be able to operate under alert levels 2 and possibly 1.

A register is kept of a person's whereabouts every time they check in with a contact tracing system. The information is held only for the purpose of contact tracing if required by the Ministry of Health and will be destroyed 8 weeks after it's generated.

Security of data is important to give the public the confidence to use the system that you put in place and therefore make it effective.



# What are our options for contact tracing?

There are two options for contact tracing. You can choose one or put in place both, but you must have one person responsible with access to both lots of information.

	Advantage	Disadvantage
A <b>manual system</b> using pen and paper, or electronic form that gets filled out when entering the club grounds and/or clubrooms	<ul style="list-style-type: none"><li>• Easy to implement</li><li>• Doesn't require the public to opt into a system</li><li>• Easy for people to understand.</li></ul>	<ul style="list-style-type: none"><li>• Could be a source of infection with many people using same pen and paper</li><li>• Can create queues as people fill out details</li><li>• Need a process to store data securely and dispose of it.</li></ul>
An <b>online system</b> that uses individual QR codes to scan people in.	<ul style="list-style-type: none"><li>• Fast and efficient check in process</li><li>• Public only need to provide contact details once</li><li>• Data is stored and managed electronically and securely</li><li>• Used across sports and venues.</li></ul>	<ul style="list-style-type: none"><li>• Not everyone has a device</li><li>• Technical issues especially at set up could create frustrations</li><li>• Need internet connection at scan points.</li></ul>

# How do we do manually contact tracing?

Manual contact tracing can either be done via a pen and paper or an electronic system such as a spreadsheet or google doc. It must contain the following information: Date, Time, Full name, Address, Phone and Email.

There is a [Contact Tracing Register template](#) on the COVID-19 site that provides all required fields in a table, as well as the Privacy Statement needed so those filling it out know why the information is being collected and how it will be used.

Every individual that enters your grounds or clubrooms must fill in their details, that includes children. The sheets must be kept in a secure location for 8 weeks and then disposed of and can only be used for contact tracing.

If there is a suspected COVID-19 case among someone who visited your club, you should contact Healthline's dedicated COVID-19 hotline on 0800 358 5453. Health authorities will then decide whether to contact anyone else linked to the case.

# What's iDMe and why is Rugby recommending it?

iDMe is an online contact tracing system that has been developed by Sporty.co.nz who also developed the Sporty registration process that rugby uses.

There are many online systems or apps that have been developed for contact tracing. NZR is recommending iDMe because Sporty is a proven partner and rugby clubs and schools already have a Sporty login. iDMe is also being adopted by other codes so people can use iDMe to sign-in not just for rugby, but also for other sports.

iDMe is free of charge for community sport and will be releasing further developments based on the requirements of rugby and other sports codes.

For a short video on iDMe [click here](#)



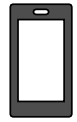
For more details on iDMe [click here](#)

For Frequently Asked Questions [click here](#)

For an easy to understand handout [click here](#)

# How does it work?

**1. Scanner Method:** This is the method to use if you have one controlled entry point, such as for clubrooms.



Club sets up scanner module on phone or tablet.



Public downloads their own QR code to their phones.



Club member scans QR code as public enters venue using phone or tablet.



Data captured and stored on club site for 8 weeks then deleted.

**2. Self Check Method:** This is the method to use if you had multiple uncontrolled entries such as for fields.



Club gets a 5-digit code from Sparty for each venue and adds it to posters.



Public downloads their own QR code to their phones.



Public self checks in at the venue by entering 5-digit code on their QR.



Data captured and stored on club site for 8 weeks then deleted.

**3. Team Method:** This is the method to use for team trainings and matches.



Club gets a 5-digit code from Sparty for each field and facility.



Manager creates QR codes for each player on their phone.



Manager self checks in players as they arrive by entering code of field they are at.



Data and sheets captured and stored for 8 weeks then deleted.

Note: the last venue that someone logged into will be auto populated next time.

# What does the club need to do to set it up?

1. Designate someone in the club to be the owner of contact tracing. This person's details need to be included in your COVID-19 Safety plan. This is so if there is a suspected case the MOH can find out quickly who to contact to get the tracing data. We suggest your Sporty System Administrator as they will know the database and have the necessary security access.
2. Give yourself time to set it up and test it. Test different scenarios to see what works best at different entry points. Follow the process through to see how the data is registered in the system so that if requested it can be provided quickly and confidentially.
3. Creating venue codes for all your different facilities and grounds. Make a list of these and let people know what they are so they can pre-program venues they will go to often.
4. Once set up, communicate with your community that your using iDMe for contact tracing and that you need them to get onboard with it to be effective:
  - Post on your social media the link to get the QR code <https://www.idme.co.nz>
  - Produce the posters, laminate and put them up at your venues for self check in.
5. For the detailed Amin User Guide [go here](#)

# Welcome your community back to rugby.

We recognise that no matter what system you use, this is all more work for you as volunteers. NZ Rugby and your Provincial Unions appreciate the time and effort that will be needed to look after the health and safety of our community.

Look at this as an opportunity. People will be nervous to get back together as a community. Be visible as a Committee with your contact tracing, welcome people to the club and assure them of the steps you are taking to make the club safe.

You may want to combine this with creating a more positive sideline behaviour. Experiences from clubs show that when someone is welcomed to a ground, they make a connection with the hosts and therefore tend to behave better. [Rugby Toolbox has a range of articles](#) to start this conversation at your club.

Nga mihi, and enjoy the season once it gets here.