

## COVID-19 Contact Tracing Form User Guide

1 March 2022

This guide explains how to use the COVID-19 contact tracing form if you test positive for COVID-19. Sharing details of where you have been helps us quickly identify high risk locations that may need support to protect those most vulnerable in our community.

The COVID-19 contact tracing form lets you share your:

- Contact and health details
- Symptoms
- Household contacts
- High risk locations
- COVID Tracer diary and Bluetooth data

The Ministry of Health stores this information securely. It will only be used for contact tracing and to support your health needs. We only share information with agencies who are helping with this work. The COVID-19 contact tracing form privacy statement can be found [here](#).

If you have trouble with this form you can email [help@tracingform.min.health.nz](mailto:help@tracingform.min.health.nz) or call 0800 555 728.

For most people, filling out this form could take up to 20 minutes. If you're trying to remember where you've been while infectious it can help to look in the following places:

- Personal diaries and calendars
- Bank statements
- Texts, phone logs and emails
- Work location records
- Google locations
- Social media

It may also help to ask family and friends you have spoken to recently.

### **IMPORTANT!**

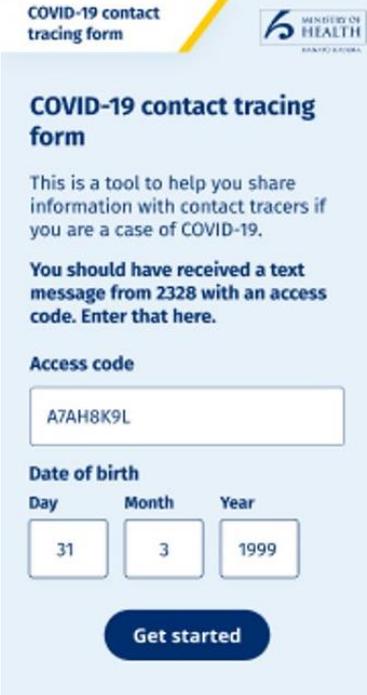
You will need to have received a link and access code via SMS before you can start the process.

**Before proceeding to complete the form, please ensure that the SMS has been sent from the following number: 2328**

We suggest that once you start this process, you continue to complete this form on the same device and browser. Please complete your submission in one sitting to avoid losing any data already entered.

# COVID-19

- 1 Enter your access code and verify your identity by entering your date of birth.



COVID-19 contact tracing form

MINISTRY OF HEALTH  
SASKATCHEWAN

### COVID-19 contact tracing form

This is a tool to help you share information with contact tracers if you are a case of COVID-19.

**You should have received a text message from 2328 with an access code. Enter that here.**

**Access code**

**Date of birth**

| Day                             | Month                          | Year                              |
|---------------------------------|--------------------------------|-----------------------------------|
| <input type="text" value="31"/> | <input type="text" value="3"/> | <input type="text" value="1999"/> |

**Get started**

- 2 Read and understand how contact tracers will use the information you provide.



COVID-19 contact tracing form

MINISTRY OF HEALTH  
SASKATCHEWAN

COVID-19 contact tracing form

### Privacy and how we use your information

To complete this form, you will need to provide the Ministry of Health with some personal information.

**We will store it securely and will not tell the people who you nominate anything about you.**

**Case Investigation Privacy Statement**

I have read the privacy statement, and understand that contact tracers will use the information I provide.

**Accept and continue**

# COVID-19

- 3 Provide us with alternate contact details, including the address where you will be self-isolating.

COVID-19 contact tracing form 

Case information sharing tool

### Your details

1 — 2 — 3 — 4

We'd like to know the best way to contact you in case we have further questions or would like to call to check on your welfare or provide support.

**What is the best way to contact you?**

- 4 Provide us with the details of any underlying health conditions you may have.

COVID-19 contact tracing form 

Case information sharing tool

### Your details

1 — 2 — 3 — 4

The following questions help us determine if you will require extra support during your self isolation period.

**Do you have any of these underlying conditions?**

- 5 Let us know which symptoms, if any, you have experienced and when you first started experiencing them.

If you have not had any symptoms, please confirm this and we will use your test date to determine your infectious period.

We will ask you to share details of any high risk locations you have been while infectious later in the survey.

COVID-19 contact tracing form 

Case information sharing tool

### Your symptoms

1 — 2 — 3 — 4

**What COVID-19 symptoms do you have or have you recently had?**

- Fever (feeling hot and cold)
- A new or worsening cough
- Sore throat
- Shortness of breath

**When did you first start experiencing any of these symptoms?**

28 / 11 / 2021

# COVID-19

- 6 Provide us with the details of your household contacts that you live with.

This includes people who you don't live with all the time, but who you lived with for some of your infectious period.

Ideally, we will need their:

- First name
- Last name
- Phone number
- Email address
- Date of birth

We will only use the information of people in your household for contact tracing purposes and to provide COVID-19 health advice.

- 7 Tell us if you've been to any of the high risk locations during your infectious period. This will allow contact tracers to focus on these locations to reduce the spread in our most vulnerable communities and populations.

If you have been to one, or more, of these locations, we'll ask you to share more information about them next.

**COVID-19 contact tracing form** 

Case information sharing tool

### Your household

1 — 2 — 3 — 4

Household contacts are people who you live with.

---

### My household contacts

I live alone and do not have any household contacts

**COVID-19 contact tracing form** 

Case information sharing tool

### Your high risk locations

1 — 2 — 3 — 4

We need to know if you've been to any **high risk locations** during your infectious period.

---

 **High risk locations**

When there is high prevalence of COVID-19 in the community, contact tracers are focused on reducing the spread in our most vulnerable communities and populations.

These are the high risk locations we would like you to tell us about:

# COVID-19

- 8 For each day of your infectious period, we'll ask you if you've been to any of the high risk locations we're focusing our contact tracing on.

For each high-risk location, we will need:

- The type of activity or place
- A name of the place or activity
- An address
- Your arrival and departure time (to the best of your knowledge)

- 9 Please inform your close contacts that you are a case.

These are people, other than your household members, you have spent time with, while not wearing a mask during your infectious period.

Any close contacts need to self-monitor for COVID-19 symptoms for 10 days and get a test if they become symptomatic.

You will also need to inform your workplace or education provider that you are a case.

## COVID-19 contact tracing form



Your high risk locations

### Tuesday 12 October

As the outbreak grows, we want to ensure we're focusing our contact tracing on the most high risk locations to ensure we're contacting people faster.

Please add any high risk locations you have been on this day.

### Add a high risk location for Tuesday 12 October



What kind of activity or place was it?

Place of worship

Name of place or activity

Destiny Church

## COVID-19 contact tracing form



Case information sharing tool

### Review

Thank you for providing a list of the **high risk locations** you have visited while infectious.

You will need to inform your **close contacts** that you are a case.

**Close contacts** are people

- you have spent time with while not wearing a mask, and
- you are not living with

They will need to self-monitor for COVID-19 symptoms for 10 days, and get a test if they become symptomatic.

You will also need to inform your workplace or education provider that you are a case.

If you have been at work or school during your infectious period, your workplace should undertake their own contact tracing process to identify any **close contacts**.

# COVID-19

10 Review and submit the information you have provided.

You may be contacted for more details to help with contact tracing, so please answer any calls.

You can use the link you were sent for up to 72 hours from when you first received the text to add more information.

**COVID-19 contact tracing form** 

Case information sharing tool

### Review

Review the information you have shared.

**Make sure that it is accurate.**

You can fill this form out and submit it again if you remember more information later.

If you choose to complete this form again, the information you have already filled out won't show when you reopen the link.

**Your details** ▼

**Your symptoms** ▼

**Your household** ▼

**Your high risk locations** ▼

# COVID-19

- 11 Share any high risk locations you visited during your infectious period, from your COVID Tracer diary.

The diary upload code is the same access code you used to access the COVID-19 Contact tracing form and is in the SMS you received.

You can use the Bluetooth tracing code to send anonymous notifications to other app users you may have been near during your infectious period.

COVID-19 contact tracing form

MINISTRY OF HEALTH  
HAKAATO TE AROHA

Case information sharing tool

### Your COVID Tracer diary

 Rippl

When uploading your COVID tracer diary, please only upload the entries of any **high risk locations** you visited during your infectious period.

If there are **high risk locations** missing from your diary, you can add them manually in your NZ COVID Tracer app diary before uploading it.

 **High risk locations** ▾

Your **diary upload** code is:

**A8B9V2**

Your **Bluetooth tracing** code is:

**920736**

- 12 If you need any support to help you self-isolate, we can provide you with a link to apply for this from the Ministry of Social Development (MSD) .

None of the information you have provided us in this form will be shared with MSD and we don't keep any record of your response to this question.

COVID-19 contact tracing form

MINISTRY OF HEALTH  
HAKAATO TE AROHA

Case information sharing tool

### Thank you! We've received your submission.

**Do you need any support to help you self-isolate?**

The Ministry of Social Development (MSD) may be able to help you financially, and connect you to local community organisations for help with food and other needs.