



West Coast District Health Board

Te Poari Hauora a Rohe o Tai Poutini

Corporate Office
High Street, Greymouth

Telephone 03 768 0499
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14 July 2020

9(2)(a)

RE Official information request WCDHB 9439

I refer to your email dated 23 June 2020 requesting the following information under the Official Information Act from West Coast DHB. Specifically:

The protocols the DHB had/have in relation to access for support people in the hospitals within your DHB region during Level 2 lockdown (between 14 May and 8 June) and Level 1.

At Covid-19 Alert Level 2, access to support people visiting at West Coast DHB hospitals in person was restricted to numbers and to visiting times, as laid out in our Single Point Door Entry policy for patients and visitors, as well as the specific details on visitor restrictions at Alert Level 2 during the Covid 19 response published on our DHB website at: <https://www.wcdhb.health.nz/patients-visitors/visitors-and-family/> Please find a copy of our Single Point Door Entry flow chart attached, **Appendix 1**.

These protocols applied equally to friends and family visiting patients, to health support workers and chaplains who visited patients; as well as to Workplace Support, who provide support for DHB staff. Recording of entry and access of visitors and staff alike at Alert Level 2 – both at singular point of entry and within wards and other zones within the facilities - was maintained in line with Ministry of Health protocols for contact tracing. Please find a copy of this contact tracing protocol issued to all staff by way of memo from our DHB's Emergency Operations Centre, **Appendix 2**.

At Covid-19 Alert Level 1, access to support people visiting at West Coast DHB hospitals in person is unrestricted.

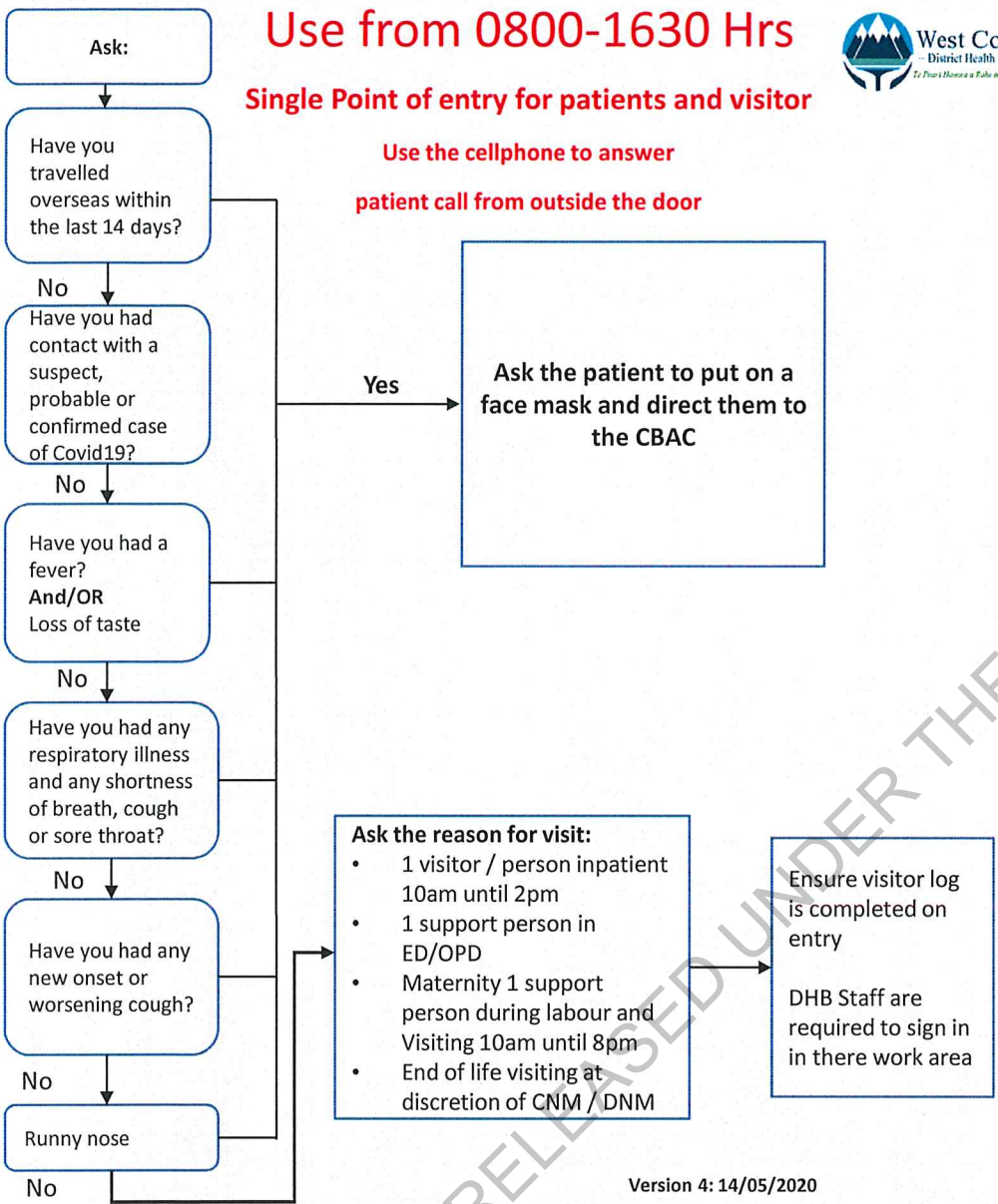
I trust that this satisfies your interest in this matter.

Please note that this response, or an edited version of this response, may be published on the West Coast DHB website after your receipt of this response.

Yours sincerely

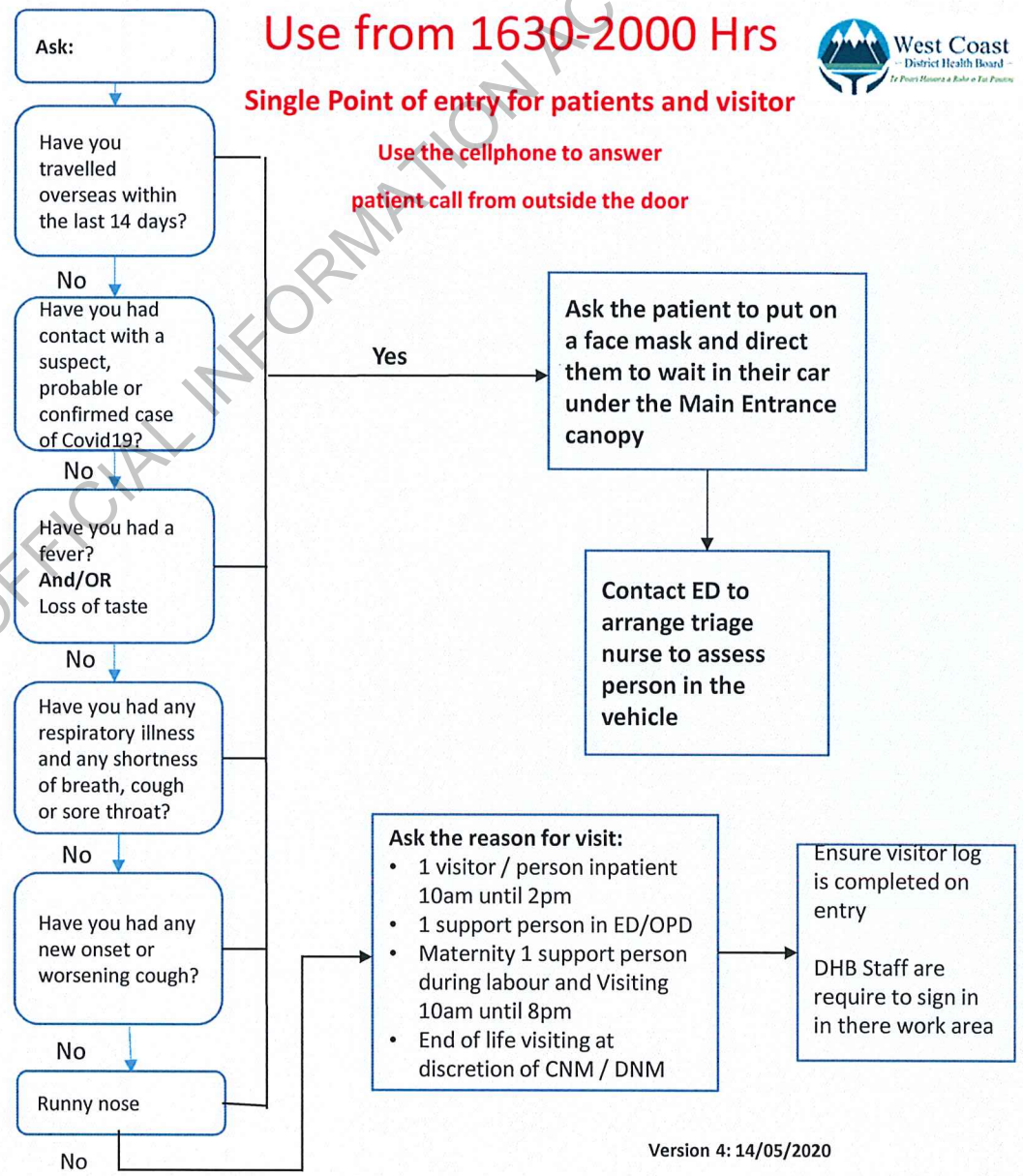
Carolyn Gullery
Executive Director
Planning, Funding & Decision Support

Use from 0800-1630 Hrs
Single Point of entry for patients and visitor



Version 4: 14/05/2020

Use from 1630-2000 Hrs
Single Point of entry for patients and visitor



Version 4: 14/05/2020

RELEASED UNDER THE OFFICIAL INFORMATION ACT



West Coast District Health Board

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INTERNAL MEMORANDUM

13/05/2020

Memo To: All Staff, Managers

From: COVID-19 Emergency Operations Centre

SUBJECT: **Contact Tracing at DHB**

As we merge into Level two effective Thursday 14th May 2020. It is imperative that we are even more diligent with recording peoples movements both in and out of our premises / services. We are **required by legislation to keep a register of everyone** that is coming in and out for the purpose of contact tracing. This register will only be used by the Public Health team in the event that someone has been diagnosed or in contact with a suspected case of COVID-19.

How contact tracing helps

To stop the spread of COVID-19, it's important to keep track of people's movements. Contact tracing helps us do that.

With contact tracing, a business records details of all personal movement at their workplaces. This is saved in case we need to contact people who have been exposed to COVID-19.

Why you should have a contact tracing register

Businesses operating at Alert Level 2 must record everyone who visits their workplace and save their contact information.

That means you must have a contact tracing register. All people on-site – employees and visitors – must sign your register. Make sure it is done every day, including weekends and after hours.

The Ministry of Health or District Health Boards may contact a business if a person is diagnosed with COVID-19 and the business is a potential contact. They will ask for your register for the time that person visited.

Contact tracing information will not be used for any other purpose.

Information you need to collect

Your contact tracing register or record-keeping system must collect employees or visitors':

- Full name
- Phone number
- Email address
- Date of entering the business
- Time in and out

- Signature

Make sure you meet contact tracing requirements:

Effective immediately, everyone (staff and visitors) will need to sign in and out of all DHB sites, regardless of whether you use a swipe card for entry or not.

This procedure is in place until further notice.

To help make this as easy as possible for everyone:

- Carry own pen
- Enter and exit via the main door
- Remember to sign out
- Wash your hands
- Keep spacing (we will monitor delays and operate multiple books if necessary)
- This log will operate 24/7, not just during office hours.

Attending Meetings

- A log must be kept of all attendees that are attending physically

Contact Tracing Register

A copy of the contact register must be retained, this can be either in paper form or scanned and filed.

More information about contact tracing

A copy of this memo and Register is available for download from DHB Intranet
<http://coastweb/intranet/infection-control/Coronavirus-Readiness-Resources.asp>

Information about how the Ministry of Health and district health boards trace contacts of identified cases:

[Contact tracing for COVID-19](#)

Jason MacAskill
EOC Response Manager
Emergency Operation Centre

Lynley McInroe
Operations Support Officer
Emergency Operation Centre