



Haslam Hall

Session Attendance Sheet

(for Test and Trace & capacity purposes)

| | |
|---|--|
| Date & time of session | |
| Nature of session (eg lecture, yoga, meeting, etc) | |

| Number | Name | Telephone number |
|--------|------|------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |

Normal maximum attendance in Haslam Hall is 16. If the session attendance exceeds this figure, use a second sheet and detail here the **extra precautions taken**:

This information is required for track & trace purposes in line with government guidelines and the Church House COVID-19 risk assessment. **All attendees should be asked to contact the organiser and/or Parish Secretary if they exhibit any symptoms of COVID-19 in the next 14 days.**

Person collating attendance Signed: _____
Name: _____ (Print please)