

## NHS Test and Trace – Gym/Leisure centres

Ahead of re-opening at Step 2, we wanted to re-iterate some of the guidance around Test and Trace and the NHS QR codes

### Overview

- You must have a system in place to request and record the name and contact details of their customers (over the age of 16), visitors and staff to help break the chains of transmission of coronavirus
- You must keep a record of all staff working on their premises and shift times on a given day and their contact details
- You must keep these records of customers, visitors and staff for 21 days and provide data to NHS Test and Trace if requested
- Hospitality venues have additional requirements and must also take reasonable steps to refuse entry to anyone who refuses to participate.
- It is a legal requirement in England to show the QR code at the entrance to a facility, and encouraged in Wales (in England linked to [Test and Trace](#), in Wales to [Test, Trace and Protect](#))
- A QR code is available to create and download here and needs to be shown at the front/reception of your facilities.
- This is on top of your current processes and does not change what you are currently doing
- If two or more people (staff or customer) who later tested positive for COVID-19 visited your premises on the same day (regardless of time) then Test & Trace will contact the said business to obtain contact details of attendees for that day and contact them
  - Individuals will simply be notified of potential exposure and reminded of the importance of following the public health advice around washing hands regularly and maintaining social distancing. The venue will not be named. If more than four people who tested positive visited the same venue on the same day, we will encourage people to book a test.
  - The business will be provided clear instructions to follow if you are contacted by NHS Test and Trace. You will not automatically need to close your establishment, but will be given guidance with public health advice and support to follow
- Every organisation or sole trader who processes personal information, including for the purposes of contact tracing for COVID-19, must be registered with the ICO and pay a data protection fee unless they are exempt. If you are unsure whether you need to register, please contact the ICO via their helpline on 0303 123 1113, or [visit the ICO website](#).

### Relevant links

- [Maintaining records of staff, customers and visitors to support NHS Test and Trace](#)
- [QR code creation](#)
- Further information and resources - [England](#) , [Wales](#)
- [Resources for marketing campaign](#)

### NHS Covid App FAQ

**Do you need different codes for different parts of the facility if outsourced? (eg. if you sub-contract a room to a physio organisation, café etc, do they need a diff code).**

- There is different guidance for hospitality and an additional QR code is needed for those areas (not needed if only providing takeaways), but for all other areas of the facility only one QR code is needed.

**If walking through a facility to tennis court etc – are contact details/QR codes needed?**

For further information please contact Pete Wells, Head of Risk and Standards, [petewells@ukactive.org.uk](mailto:petewells@ukactive.org.uk)

- An official NHS QR code and an alternative system to collect contact details are needed at the entrance to the facility. This will cover the whole facility (excluding any hospitality venues)

**If I'm hiring an area of a facility for a class (eg. swimming pool/classes) within a gym – do I need a QR code for that, or is the facility one ok?**

- One QR code and system to collect contact details is needed for the facility, not the specific activity

**A gym that is within a Hotel that has already got an NHS QR code set-up, do we need a separate code for the Leisure Clubs?**

- If the leisure club is a separate venue that can be accessed by people not staying in the hotel, then it should have a separate NHS QR code and system to collect contact details for this area.

**Does this only cover customers?**

- All designated venues must keep a record of all staff working on the premises on a given day, the time of their shift, and their contact details. This covers anyone providing a service or activity including volunteers. Venues must keep these records of staff, but staff can choose to also check in using the NHS QR code poster in addition, if they wish. All customers and visitors should be asked to check in.

**If it is a group booking, is it only the lead that has to give details?**

- Every customer or visitor should be asked to scan the NHS QR code or provide their name and contact details. The removal of the lead member rule came into effect on 29th March 2021 and since that date, ALL visitors aged 16 and over should be asked to check in using the official NHS QR code or by providing their contact details.

**If I'm running a class in a community hall - is it the venue's responsibility to display a QR code?**

- Responsibility for displaying an NHS QR code poster lies with the person who occupies or operates the premises or a person who hires or uses the premises on a temporary basis. Local authority run services, including community centres, are required by the Regulations to maintain a record of visitors and have an official NHS QR code poster.

**If I'm delivering PT sessions at my home gym, do I need to display a QR code?**

- No, this guidance applies to any establishment that provides an on-site service and to any events that take place on its premises, and whether indoor or outdoor venues or mobile settings.

**If I'm delivering outdoor organised sport, do I need to display a QR code?**

- The Regulations apply to facilities for use by elite and professional sportspeople (whether indoor or outdoor), clubs providing team sporting activities (whether indoor or outdoor), indoor sport and leisure centres, and outdoor swimming pools and lidos.

**What should I do if I'm delivering a session at a venue that isn't displaying a QR code?**

- It is the responsibility of the owner of the premises or the person hiring the premises to ensure that the Regulations are being followed.

**Is this mandatory or best practice?**

- It is mandatory to collect the data and hold onto this for 21 days. Failure to adhere to the Regulations is subject to a £1000 fine.