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 4 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.

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What are our options for contact tracing?

Clubs have two options to put a contact tracing system in place:

	Advantage	Disadvantage
A **manual system** using pen and paper that gets filled out when entering the club grounds and/or clubrooms	• Easy to implement • Doesn't require the public to opt into a system • Easy for people to understand.	• Could be a source of infection with many people using same pen and paper • Can create queues as people fill out details • Need a process to store data securely and dispose of it.
An **online system** that uses individual QR codes to scan people in.	• Fast and efficient check in process • Public only need to provide contact details once • Data is stored and managed electronically and securely • Can be used across sports and venues.	• Not everyone has a device • Technical issues especially at set up could create frustrations • Need internet connection at scan points.

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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 4 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.
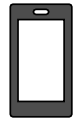
iDMe is free of charge for community sport and will be releasing further developments based on the requirements of rugby and other sports codes.

For more details in iDMe go to http://id.idme.co.nz/about

How does it work?

1. Scanner Method:

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 4 weeks then deleted.
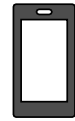
2. Self Check Method:

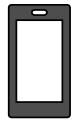Club gets a 5-digit code from Sporty and adds it to posters at venue. → Public self checks in through IDMe using the venue code on their phones. → If not done already a QR code is created for future use of the scanner method. → Data captured and stored on club site for 4 weeks then deleted.

3. Manual Method:

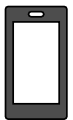Club sets up scanner module on phone or tablet. → Public arrives with no phones. → Club member enters contact details through Sporty IDMe registration form. → Data captured and stored on club site for 4 weeks then deleted.

4. Print Method:

Club sets up scanner module on phone or tablet. → Public or club logs into IDMe from a computer to create and print a QR code. → Club member scans QR code as public enters venue using phone or tablet. → Data captured and stored on club site for 4 weeks then deleted.

Note: a tablet on a stand can be set up as a scanner at entry points rather than needing a person scanning.

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

The first thing that is needed is someone in your club Committee to be the owner of this. We suggest someone who already knows the Sporty system if your club uses it and they need to be trustworthy as they will be dealing with private information.

Secondly give yourself time to set it up and test it. There will be high demand as we go into level 2 so don't expect to get it up and going in an hour or so.

Once you get it 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.

iDMe are constantly updating their support information:
  • For an Administrator Guide click here
  • For Frequently Asked Questions click here
  • For Resources such Self check in poster template click here

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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.