



**SAINT VINCENT'S**  
CASTLEKNOCK COLLEGE

# Contact Tracing Log

School Contact Person. Grainne McConville.

(01) 8213051

info@castleknockcollege.ie

<b>Name of Visitor</b>			
<b>Date of Visit</b>	___ / ___ / 2020	Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Visitor Status</b>	Parent/Guardian <input type="checkbox"/>	Contractor <input type="checkbox"/>	Other _____
<b>Contact details of visitor</b>	Company Name (if applicable)		
	Address		
	Contact No.	Email Address	
	Reason for Visit		
<b>Who the visitor met (separate line required for each person the visitor met)</b>			
<b>Name of Person visited</b>		<b>Length of time spent with each person in the school</b>	

## SIGNATURE

<b>TIME IN</b>	_____ am <input type="checkbox"/> pm <input type="checkbox"/>	
<b>TIME OUT</b>	_____ am <input type="checkbox"/> pm <input type="checkbox"/>	