

Essex County Council  
**Leader's Office**  
PO Box 11, County Hall  
Chelmsford  
Essex CM1 1LX



Date: 23 September 2020

Dear Partners,

As you may well have seen in the news, the Government's new Contact Tracing app will soon be launched in the fight against Covid-19.

The app, once downloaded and activated on your smartphone, will log when you are in close proximity to other people and, in the event they test positive for Covid-19, alert you.

The public can also check in to public locations, such as shops, by scanning a QR code which organisations can display close to the entrance.

It's important to note that the app doesn't collect personal data, and no-one can see where you've been or what you've been up to. It does not track you, or check if you have been self-isolating.

We would recommend that you, your volunteers and service users download and use the app, if they have a smartphone, to enable more efficient contact tracing and help to keep you and others safe in the event you are potentially exposed to Covid-19, and we would ask for your help in promoting the app to the public.

Also, your organisation may be required by law to display QR code posters where you are open and accessible to the public so people can check in as having been present. This is a legal requirement if you run a café or a sports facility or civic building, such as a Village Hall or Community Centre – read more here: <https://www.gov.uk/government/news/venues-required-to-enforce-rule-of-6-nhs-qr-code-posters-and-contact-logs>.

Even if you are not required by law, you still may want to display a QR code to keep everyone safe.

This does not increase the chances of you being 'shut down' in the event of an outbreak. App users, if they receive an alert, will not be told which venue they were at. Similarly, the data will enable public health teams to swiftly identify any potential hotspots and work with them to make changes if needed and support businesses.

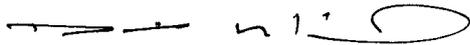
The NHS has created how-to guides on creating posters for your property and how best to use them, and we would encourage you do read and action these now if you have not already done so: <https://covid19.nhs.uk/information-and-resources.html>.

It is worth considering how you will encourage people to check in beyond simply displaying a poster – is this something your reception staff or volunteers could do?

By all using this app, we can help keep ourselves and the public that much safer from the risks of Covid-19. But remember, just because you have the app doesn't mean the end of Hands – Face – Space, so please frequently wash your hands and avoid common touchpoints, wear a mask when needed, and stay two metres (or 'one metre plus') away from others.

Similarly, if you are instructed to self-isolate: you must do so – not only will it be a legal requirement shortly, but it also helps protect your colleagues, volunteers and Community too.

Yours sincerely

A handwritten signature in black ink, appearing to read 'David Finch', with a stylized flourish at the end.

Cllr David Finch  
Leader, Essex County Council