

Extract from: Guidance

# Maintaining records of staff, customers and visitors to support NHS Test and Trace

## The purpose of maintaining records and displaying an official NHS QR poster

By maintaining records of staff, customers and visitors, and displaying an official NHS QR poster, you will help NHS Test and Trace to identify and notify people who may have been exposed to the virus.

You must [register for an official NHS QR code](#) and display the official NHS QR poster.

The NHS COVID-19 app has a feature that allows users to quickly and easily 'check in' to your venue by scanning the code. The information stays on the user's phone. In England, you do not have to ask people who choose to 'check in' using the official NHS QR code to provide their contact details. If there is an outbreak associated with a venue, a message will be sent to the relevant app users with the necessary public health advice.

This will help to avoid the reintroduction of lockdown measures and support the country to return to, and maintain, a more normal way of life.

In addition to maintaining and sharing records where requested and displaying an official NHS QR poster, you must also continue to follow other government guidance to minimise the transmission of COVID-19. This includes [maintaining a safe working environment](#) and following [social distancing guidelines](#).