**What is a QR code?**

A QR code is like a barcode consisting of black and white squares that can be read by a smartphone camera. It consists of black and white squares that contain   
information that can be read by the camera on a smartphone.   
The CDU QR Code Check In System allows the camera on your smartphone to scan the QR code and use it to check-in to a CDU location.

**When does the QR Code Check In System come into effect?**

Effective from 30 November 2020, in compliance with the Chief Health Officer’s (CHO) Direction CDU will be implementing contact tracing in identified areas of the University’s campuses.

**How will people know which buildings and areas require QR Code check in?**

Over the next week you will see clearly displayed posters with QR codes at entry points to buildings and areas where check in is required.

**Who has to check in using the QR Code system?**

All visitors and members of the public who enter a CDU building or area, with a QR code displayed, for a visit of more than 15 minutes.

**Do staff and students need to sign in?**  
At this time staff and students are **not required** to use the QR codes in workspaces, offices, teaching and training areas. However, every person must sign in at coffee shops, cafés, and libraries on CDU Campuses for visits of more than 15 minutes.

**Do contractors need to sign in?**

If contractors are employed on a regular basis and routinely visit or work in workspaces, offices, teaching and training areas, like staff and students they are not required to check in. However, contractors who make random or ad hoc visits to CDU campuses must sign in. Every person must sign in at coffee shops, cafés, and libraries on CDU Campuses for visits of more than 15 minutes.

**Do I have to provide sign in again if I have been into an area previously?**

Yes, you are required to provide your contact information every time you enter a location with the QR Code Check In System in place if you are going to be in the location for more than 15 minutes.

**What if I have downloaded the NTG Territory Check In App?**CDU will be transitioning to the Territory Check In App as soon as the NTG QR codes are available for our buildings. In the meantime, in order to comply with the CHO direction from 30 November 2020 we are utilising CDU systems that are available.

**Why are my contact details collected?**

The NT is one of the COVID-19 safest places in the country. With an expected increase in travel in and out of the Territory over the year end period, collecting contact details is critical to make sure our health teams can quickly act and undertake contact tracing if required.

Taking these extra steps are important to protect the health of our community.

**What information will be collected?**

Whether you are using the QR Code Check In System or the CDU supplied paper-based form, the following information is required:

* Name;
* A contact number, email address, address or any other means to be able to contact the visitor or member of the public; and
* Date and time of entry into a CDU premise.

**How do I access the QR Code Check In System?**

1. Open the free QR Code reader app (Android) or the camera (iPhone);
2. Hold your device over a QR code, so that it is clearly visible within your phone’s screen;
3. The phone automatically scans the code (on some readers, you must press a button to snap a picture);
4. You will be taken to the URL where you can input your information.

**There is more than one QR code on the poster, which one do I scan to check in?**

When using CDU QR posters to check in to the QR Code Check In System you scan the big QR Code which is located next to your location.

**What if I don’t want to use the QR Code Check In System?**

Use of the QR Code Check In System is quick and easy. However, if you don’t want to use this, you can provide your contact information using the paper-based form provided.

**What happens if I don’t want to provide my contact information?**

The CHO Directions require persons to provide, and businesses to collect contact information. This is mandatory.

Entry to an area requiring contact tracing check in may be denied if you refuse to provide your contact details or provide incorrect information.

**What do I do if I cannot provide my contact details?**

Some persons may not be able to provide contact details, due to their circumstances. In these cases, please approach a CDU member of staff member to take your name and work the best way to find you, if there is an outbreak linked to CDU.

**What happens to my information?**

All contact details collected will be recorded and kept securely for 28 days after which time all information will be destroyed using appropriate processes. The privacy of information and records management are in accordance with legislative and government requirements.

**Do I still need to social distance and use previously implemented controls?**

Yes, the previously implemented restrictions of hand hygiene, social distancing and cleaning protocols are still to be maintained to assist in reducing the spread of COVID-19, for a quick refresher review the NTG [guidelines](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcoronavirus.nt.gov.au%2Fstay-safe%2Fslow-spread&data=04%7C01%7Cgeane.massey%40cdu.edu.au%7Cb2f23e409a274fa2e87e08d88c12a479%7C9f2487678e1a42f3836fc092ab95ff70%7C0%7C0%7C637413359122623678%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=j3G4bQWSJV1CCtj6LZuNSO2ZgZAGeaSm4ew0m7YQJkM%3D&reserved=0).

**How do I find out more about the NTG contact tracing requirements?**

For more information on contact tracing please click [here](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcoronavirus.nt.gov.au%2Fbusiness-and-work%2Fsafety-supervisors-and-contact-tracing&data=04%7C01%7Cgeane.massey%40cdu.edu.au%7Cb2f23e409a274fa2e87e08d88c12a479%7C9f2487678e1a42f3836fc092ab95ff70%7C0%7C0%7C637413359122613685%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=IFwuRWgjgCqvMUQMsSJyJNVWX%2Fep9G8xPESges71CZE%3D&reserved=0) to visit the NTG website and the [CDU Connect COVID-19](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcharlesdarwinuni.sharepoint.com%2Fsites%2FCDUResponsePlanning&data=04%7C01%7Cgeane.massey%40cdu.edu.au%7Cb2f23e409a274fa2e87e08d88c12a479%7C9f2487678e1a42f3836fc092ab95ff70%7C0%7C0%7C637413359122623678%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=dNwMqLTItxLP15417iI1o%2FqpDkVcTwUBsmbVATRtvrw%3D&reserved=0) information.