

## Sut i gadw cofnodion staff, cwsmeriaid ac ymwelwyr

Mae bellach yn orfodol i fusnesau lletygarwch a lleoliadau risg uchel eraill gasglu manylion cyswllt i gefnogi gwasanaeth Profi, Olrhain a Diogelu'r GIG i reoli lledaeniad COVID-19. Mae angen cofnodi manylion y staff, y cwsmeriaid a'r ymwelwyr.

### Mae hyn yn gymwys i'r canlynol:

- Lletygarwch, gan gynnwys tafarndai, bariâu, bwytai a chaffis
- Sinemâu
- Gwasanaethau cysylltiad agos gan gynnwys trinwyr gwallt, barbwyr, harddwyr, tatŵyddion, therapyddion chwaraeon a thylino
- Pyllau nofio, stiwdios ffitrwydd dan do, campfeydd, sbâu neu ganolfannau neu gyfleusterau hamdden eraill dan do.

### I gydymffurfio mae angen ichi:

- Gadw cofnodion staff, cwsmeriaid ac ymwelwyr â'ch safle am 21 diwrnod. Gellir gwneud hyn naill ai ar bapur neu'n electronig ond dylech lynu wrth y Rheoliad Cyffredinol ar Ddiogelu Data (GDPR)
- Esbonio pam rydych chi'n gofyn am wybodaeth gyswllt a'u hannog i'w darparu
- Arddangos hysbysiad ar eich safle neu ar eich gwefan. Mae deunyddiau i'ch helpu i wneud hyn ar wefan Busnes Cymru ([www.busnescymru.llyw.cymru](http://www.busnescymru.llyw.cymru)). Efallai y bydd angen cymorth ychwanegol ar rai pobl i gael mynediad at yr wybodaeth hon neu'i deall hi.

## How to keep records of staff, customers and visitors

It is now compulsory for hospitality businesses and other high risk settings to collect contact details to support the NHS Test, Trace and Protect service. Details of staff, customers and visitors need to be recorded. This is to prevent the spread of COVID-19.

### This applies to:

- Hospitality, including pubs, bars, restaurants and cafes
- Cinemas
- Close contact services including hairdressers, barbers, beauticians, tattooists, sports and massage therapists
- Swimming pools, indoor fitness studios, gyms, spas or other indoor leisure centres or facilities.

### To comply you need to:

- Maintain records of staff, customers and visitors to your premises for 21 days. This can either be done on paper or electronically but should adhere to General Data Protection Regulations (GDPR)
- Explain why you're asking for contact information and encourage them to provide it
- Display a notice on your premises or on your website. There are materials to help you do this on the Business Wales website ([www.businesswales.gov.wales](http://www.businesswales.gov.wales)). Some people may need additional support to access or understand this information.

## Yr wybodaeth y bydd angen ichi ei chasglu:

Bydd angen i chi gasglu'r wybodaeth ganlynol a hynny er gwaethaf unrhyw fesurau pellter cymdeithasol yr ydych wedi'u rhoi ar waith.

### Staff

- Enwau'r staff sy'n gweithio ar y safle.
- Rhif ffôn cyswllt ar gyfer pob aelod o staff.
- Y dyddiadau a'r amseroedd y mae'r staff yn gweithio.

### Cwsmeriaid ac ymwelwyr

- Enwau cwsmeriaid neu ymwelwyr, neu os grŵp o bobl ydyw, enw un aelod o'r grŵp - yr 'aelod arweiniol'.
- Rhif ffôn cyswllt ar gyfer pob cwsmer neu ymwelydd, neu ar gyfer aelod arweiniol grŵp o bobl.
- Dyddiad yr ymweliad a'r amser cyrraedd a gadael.

### At beth y defnyddir y cofnodion:

Ni fydd GIG Cymru yn gofyn am eich cofnodion ond lle bo angen. Bydd hyn naill ai oherwydd bod rhywun wedi profi'n bositif am COVID-19 ac wedi rhestru eich safle fel lle y mae wedi gweithio ynddo, neu wedi ymweld ag ef yn ddiweddar, neu oherwydd bod eich safle wedi cael ei nodi fel lleoliad ar gyfer brigiad posibl o achosion.

Os gofynnir i chi wneud hynny, dylech rannu gwybodaeth staff, ymwelwyr a chwsmeriaid gyda gwasanaeth Profi, Olrhain, Diogelu GIG Cymru cyn gynted â phosibl. Dim ond o'r rhif hwn y daw galwadau: 02921 961133. Ni ddylech ei rhannu ag unrhyw un arall.

### Cydymffurfio â'r Rheoliadau

Os nad ydych yn cydymffurfio â'r gofynion cadw cofnodion, yna gallai swyddogion gorfodi o'r awdurdod lleol gyhoeddi 'hysbysiad gwella safle' neu 'hysbysiad cau mangre', neu'r ddau yn dibynnu ar yr amgylchiadau.

### Rhagor o wybodaeth

Gallwch gael rhagor o wybodaeth am y polisi hwn gan Lywodraeth Cymru yn:

[www.llyw.cymru/coronafeirws](http://www.llyw.cymru/coronafeirws)

## The information you need to collect:

You will need to collect the following information. This is regardless of any social distancing measures that you have put in place.

### Staff

- The names of staff who work at the premises.
- A contact telephone number for each member of staff.
- The dates and times that staff are at work.

### Customers and visitors

- The names of customers or visitors, or if it is a group of people, the name of one member of the group - the 'lead member'.
- A contact telephone number for each customer or visitor, or for the lead member of a group of people.
- Date of visit and arrival and departure time.

### What the records will be used for:

NHS Wales will only ask for your records where it is necessary. This will either be because someone has tested positive for COVID-19 has listed your premises as a place they have worked at, or visited recently, or because your premises has been identified as the location of a potential outbreak.

If you're asked to do so, you should share the information of staff, visitors and customers with the NHS Wales Test, Trace, Protect service as soon as possible. Calls will only come from this number: 02921 961133. You shouldn't share it with anyone else.

### Complying with the regulations

If you do not comply with these record keeping requirements, then enforcement officers from the local authority could issue a 'Premises Improvement Notice' or a 'Premises Closure Notice', or both depending on the circumstances.

### More information

You can find out more about this Welsh Government policy at:

[www.gov.wales/coronavirus](http://www.gov.wales/coronavirus)