

COVID-19 CONTACT TRACING RECORD

* Remember to maintain privacy when collecting and storing information.

Name	Phone Number or Email	Date of Attendance	Time of Arrival	Room / Section	Screening Passed	
					Y	N

Per Reopening Ontario Act requirements, we will keep a daily list with names and contact information for each person who was in the workplace. This list will be ready if requested by public health. This information will be kept for at least 30 days and will be stored privately and securely (e.g. in a locked cabinet or password protected database) before being destroyed in a safe manner (e.g. shredding). Public health will use this list to notify and provide direction for close contacts to self-isolate or self-monitor for COVID-19.