COVID-19 **Sample Customer Log**

This template may be used or adapted to collect information at your establishment. Businesses that are required to maintain customer logs must maintain records for at least one month. Please review O. Reg 364/20: Rules for Areas in Stage 3 to ensure you are complying with the requirements.

Name of establishment: _____

Establishment address: _____ **Date:** _____

Name of patron	**One form of contact information** (e.g., phone number, email address, physical address)	**Time of arrival**	**Time of departure**	**Table number or location in establishment** (if applicable)	**Screening completed**

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Name of patron	**One form of contact information** (e.g., phone number, email address, physical address)	**Time of arrival**	**Time of departure**	**Table number or location in establishment** (if applicable)	**Screening completed**