

COVID-19

Checklist for creating a business visitor log



A visitor log is recommended for all businesses. This log should collect contact information of people who enter your business and will be used in case Public Health contact tracing becomes necessary.

Remember to maintain privacy when collecting and storing information.

Visitor logs are now required for restaurants and bars

- 1 Record the name and phone number of every visitor who enters an indoor or outdoor dining area in the establishment. You don't need to keep a log of patrons who temporarily enter the area to place, pick up or pay for a takeout order.**
- 2 Maintain records for at least one month.**
- 3 Consider a system to privately and securely store private personal information, such as a locked cabinet or password protected database.**
- 4 Only disclose records to a medical officer of health or their designate upon request for a purpose specified under the *Health Protection and Promotion Act*.**

Questions? Call Peel Public Health: 905-799-7700, Caledon 905-584-2216
Open daily from 8:30 a.m. to 4:30 p.m.

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For more information visit peelregion.ca/coronavirus

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