



## COVID-19 Customer Log

The person responsible for **food or drink establishments** that are permitted to open under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*, are required under [O. Reg. 364/20: Rules for Areas in Stage 3](#) to:

- i. record the name and contact information of at least one member of every party of patrons enters an indoor or outdoor dining area in the establishment, other than patrons who temporarily enter the area to place, pick up or pay for a takeout order,
- ii. maintain the records for a period of at least one month, and
- iii. only disclose the records to a medical officer of health or an inspector under the *Health Protection and Promotion Act* on request for a purpose specified in section 2 of that Act or as otherwise required by law.

*\*Remember to maintain privacy when collecting and storing information.*

Name	Contact phone number or Email	Date of Attendance	Time of arrival	Section or table

More information: Visit our website [OttawaPublicHealth.ca/Coronavirus](https://OttawaPublicHealth.ca/Coronavirus), or call us at 613-580-6744.

