COVID-19 Workplace Staff Log

Keep a log of your staff's contact information and dates and times they worked; Ottawa Public Health will use this list to notify staff if there is an individual with COVID-19 at your establishment while they were there.

***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 Shift	Shift Start time	Shift end time	Section or area worked

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