



STAFF AND ESSENTIAL VISITOR LOG - COVID-19 PANDEMIC

Revised July 31, 2020

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| Location: | |
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Purpose: To have a record of every persons who enters the premise so that it is readily available for Public Health for COVID-19 contact tracing

Instructions: All Reena employees, external staff, health care workers, maintenance workers complete this form after being screened for COVID-19. Staff will log in names of personal visitors (ie. Family and friends of supported individuals) on a separate log (Visitor Log).

Reminder: Please complete Exit Screening at the end of the shift/visit

| Date: | Printed First Name: | Printed Last Name: | Organization/ Company: | Time In: | Expected Time Out: | Signature to affirm that I understand that for the duration of my shift/visit, I am expected to maintain hand hygiene, wear a mask, keep a distance of 2 metres from others where possible and to immediately notify the Supervisor if I start to feel unwell: |
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Reviewed by DSS: _____ Date: _____