

# MAINTAIN A CUSTOMER LOG

## To help prevent the spread of COVID-19 in the community

All dine in food & drink establishments must maintain a confidential customer log.



Staff should use the City of Toronto template to clearly record the date, party size, names, contact info, check in/out times & location of seating.

CUSTOMER LOG			
NAMES OF PARTY MEMBERS	CONTACT INFO (PHONE/EMAIL)	CHECK-IN TIME	CHECK-OUT TIME

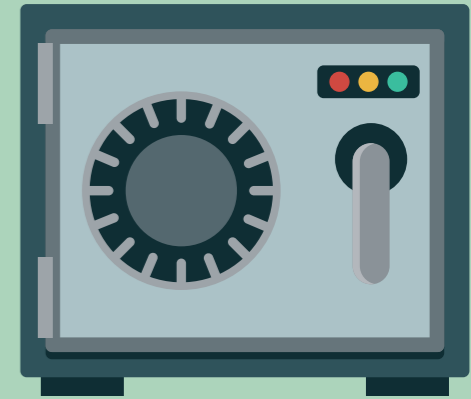
Post the City of Toronto's Notice of Collection where customers can see it so they understand why this information is being collected.



Customer information should only be released to TPH upon request for contact tracing.



Store the log in a secure location for 30 days & then destroy it.



Toronto Public Health can advise on actions to prevent COVID-19 spread in your workplace & answer questions.