

# 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 Notice of Collection where customers can see it so they understand why this information is being collected.



**NOTICE**

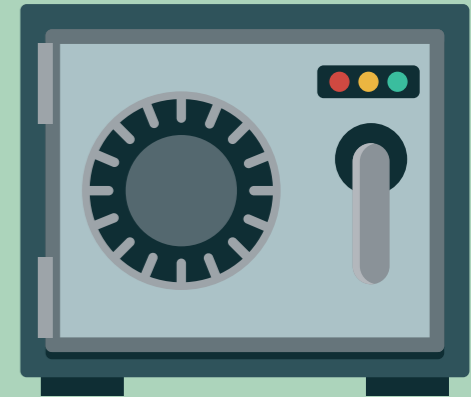
The following information will be collected since food and drink are served at this establishment:

-  The name and contact information for at least one member of your party
-  Date, check in and check out times
-  Location of seating (e.g. table number or location on the premises)

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.

[TORONTO.CA/COVID19](https://toronto.ca/covid19)

 **TORONTO** Public Health