Daily Attendance and Visitor Log

Use this form to record the individuals that come to an ANR work location each day. This should include employees and volunteers who are working in-person and visitors to the ANR location. In the event of a positive COVID-19 diagnosis in the workplace, this information may be used to help contact tracing personnel to identify potentially exposed individuals. Use a different sheet for each workday. Please retain these forms for 15 days, then discard.

ANR Location Name: _____ Date: _____

Time In	Time Out	Name	Visitor & Volunteer Contact information (phone or e-mail)	Symptom Survey Result (cleared/stay home)	Location / notes