



COVID-19 Employer Contact Log: Customer Template

Name and Location of Restaurant: _____

- New York State (NYS) requires that, for indoor dining to occur, one member of each dining party must provide contact information before or when entering the establishment.
- This is a sample log that you can tailor to your needs. Your log can be kept in paper form or digitally.
- You must maintain each daily log for a minimum of 28 days and make it available to the NYS Department of Health and New York City Department of Health and Mental Hygiene upon request.

Arrival Time 00:00 a.m./p.m.	Date 00/00/2020	First Name	Last Name	Home Address (Street address, city, state, ZIP code)	Phone Number 000-000-0000