



COVID-19 Employer Contact Log: Employee-Vendor Template

Name and Location of Restaurant: _____

- New York State (NYS) requires every restaurant to maintain a daily log of employees and vendors who may have close contact with other people in the establishment, except vendors who make deliveries wearing appropriate personal protective equipment (such as face coverings) or through contactless means. The log needs to include contact information for each person so that if someone is diagnosed with COVID-19, all possible contacts can be identified, traced and notified.
- 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	Restaurant/Vendor Employee First Name (if vendor, also include company name)	Restaurant/Vendor Employee Last Name	Home Address (Street address, city, state, ZIP code)	Phone Number 000-000-0000