Region of Waterloo
PUBLIC HEALTH AND
EMERGENCY SERVICES

Child Care Staff Daily Close Contact Log

Staff Name:

Instructions:

1. During the course of your shift or at end of your shift please log the people who you have been in close contact with. **Close contact is defined as being less than two meters apart from someone.**
    - Only include names of people (staff and/or children initials) you were in close contact with.
    - If you were in close contact with someone, please note what location (room) you were in and what PPE was donned.
2. Each staff should file their daily log in a designated location by the end of each shift. We may need to use this information in the event of a positive COVID-19 case to support contact tracing.

Date	Time	Record: People you were in close contact with, the location and what PPE was donned.