# Office Visitor Log and Symptom Certification

# Company Name: Office Address:

A daily attendance log of all workers and visitors must be kept and retained for at least four weeks. The log must include the name, phone number, and email address of all workers and visitors. This is to meet DOH requirements to alert all those who have been in contact with some who has been diagnosed with COVID-19 or who is showing symptoms.

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| Date | Name | Email | Phone | Self-Certify – No Symptoms or Temp over 100.4 |
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You must answer “NO” to all these questions to “Self Certify” with a “X” in the Box above.

* Have you been in close contact with any person(s) who has been asked to self-quarantine since in the last 14 days?
* Have you been in close contact with any person(s) who has been diagnosed with COVID-19 in the last 14 days?
* Have you experienced a recent onset of any illness-related symptoms, such as fever, cough, or shortness of breath?
* Today, do you have a temperature of 100.4 or above? (Subcontractors and Workers may take their own temperature on the jobsite and verify above.)