

Plan for Reopening Businesses

COVID-19 Visitor Log

XYZ Construction Co.

To the extent possible, a log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area must be maintained; excluding deliveries that are performed with appropriate PPE or through contactless means. Log should contain contact information, such that all contacts may be identified, traced and notified in the event an employee is diagnosed with COVID-19. The attendance log will be utilized for employee tracking.

[illegible]