



## Collection of Information for Food Premises (complete before seating)

Facility Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Anyone attending an indoor or outdoor area of a food premise must share their name and contact information prior to entering the facility. This information must be documented. Customers must also be actively screened using questions found at <https://bit.ly/3iYAgmO> and proof of vaccination for customer must be verified (unless exemption applies or dining outdoors).**

**NOTE:** This template may be used or adapted to collect information at your establishment. Please remember, patron information should not be seen by other patrons on the premise, only staff members. Please retain and securely store for 30 days as directed under [Ontario Regulation 364/20](#) from the Government of Ontario.

Patron Information					
First and Last Name	Telephone # <b>OR</b> Alternate Contact ( <i>physical address or email</i> )	Time of Arrival	Verbal active screening OR verified online screening	Proof of vaccination verified	Time of Departure
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

\*Do not seat patrons who are experiencing COVID-19 symptoms or seat patrons indoors without proof of vaccination.