

Phase 2 Reopening
COVID-19 ACL/EJCA Centre - Daily Check List
 September 1, 2020 – December 31, 2020

For each rental, a leader or designee of a club/committee must fill in all blanks and leave this form for the Centre Manager when leaving the centre. If the Manager is unavailable, please leave this form in the Entrance Lobby or in the outside mailbox. This form is important for contact tracing follow up activities in the event any attendee tests positive so please ensure all attendees provide an emergency contact number.

Please use a 2nd form if more than ten (10) attendees.

Date and time	Date:		Time:		
Name of Club/Meeting			from to		
Name of Leader or designee					
Were all areas used cleaned after the use? Please check.	Doorknobs	Desks/Tables	Chairs	Washrooms: faucet handles, flush levers, etc.	Push panels & switches
	Yes No	Yes No N/A	Yes No N/A	Yes No N/A	Yes No
Did all members follow the rules? Please check.	Health issue	Mask used	Hand washed	Personal distance	Comment (on back if req'd)
	Yes No	Yes No	Yes No	Yes No	
Was the front door locked after use?	Yes No				

	Member full name	Emergency contact phone
1	Leader/designee:	
2		
3		
4		
5		
6		
7		
8		
9		
10		
Leader's or designee's signature	Signature:	