



## COVID – 19 Employee Information Log Instructions

In order for our communities to be proactive and prevent COVID-19 from spreading through our employees, an employee log needs created in order to keep track of critical information.

1. ED should post an OnShift message to all employees requesting the following information:
  - a. Employee Name
  - b. Any other jobs the employee has & the name of the workplace
  - c. If any kids/grandkids reside in their home
  - d. Name & city of the school/daycare the child attends (if applicable)
  - e. Name & city of the school that the employee attends (if applicable)
2. All department heads should collaborate to obtain the above information from all employees and update the Employee Information Log Excel Sheet
3. Keep this log updated with any new hires
4. All employee information must be gathered and entered on the Employee Information Log Excel sheet by Tuesday, March 17<sup>th</sup> at 5pm
5. Upload the Employee Information Log to your community COVID-19 shared drive in order for all department heads to have access to the information