



# DCNR COVID-19 Safety Fact Sheet #11

## Employee Logs

5/8/2020

***The COVID-19 outbreak presents unusual circumstances that require us to do whatever is necessary to further our mission. This fact sheet discusses simple things that you can do to keep yourself and others healthy and stop the spread of this virus. Treat everyone as though they are a COVID-19 carrier and every common surface as if it harbors the virus. Remember, one careless person can spread the virus to the whole work unit. It is our responsibility to keep our community and colleagues safe.***

This guidance is intended to help minimize the spread of the virus if someone in the workplace tests positive for the COVID-19 virus.

To protect DCNR employees, it is important to know where someone has been and with whom they have had contact if they start showing symptoms or test positive for COVID-19. If employees log their activities, we can make sure coworkers can be notified of possible exposure and we can identify buildings and vehicle that need to be "deep cleaned".

This log is not intended for supervisors to track your daily job functions. If the need arises, this log will serve as a tool to provide information on where you have been, and who you had contact with. It will also help you refresh your memory if you had potential exposure to someone that tested positive.

The log is very basic and asks for the following:

- Your name
- Work Unit
- Date
- Places visited (District/Park Office, gas stations, common shared spaces, etc.).
- Names of people you interacted with on that day.
- List the shared equipment and vehicles you used.
- Whether or not the equipment and vehicles were disinfected it after using.

The log should be filled out daily and kept with the employee. Although, it is not necessary to turn in employee logs at the end of each shift, they should keep them in a place that their supervisor can easily retrieve them if they are needed.

Working together, we can all do our part to help stop the spread of the COVID-19 virus.

Please follow all the information provided to help prevent the spread of COVID-19. We will continue to do everything we can to keep our employees informed and safe. For additional information and to stay informed, refer to the Centers for Disease Control or the Pennsylvania Department of Health websites.

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**Employee Contact Log**

Employee: \_\_\_\_\_  
                  first name  last name

Work Unit: \_\_\_\_\_

Date MM/DD/YY	Places Visited (District/Park Office, shared spaces, gas stations, etc.)	Names of the people you interacted with	List the vehicle(s) and the shared equipment you used. Place a (D) next to it if you disinfected it after using