halton.ca 311

Daily Patron List for Restaurants, Bars and other Food and Drink Establishments

Food or drink establishments are permitted to open under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020,* provided they follow requirements outlined in Ontario's Roadmap to Reopen.

For every patron who enters an indoor or outdoor dining area in the establishment, other than patrons who temporarily enter the area to place, pick up or pay for a takeout order, establishments are required to:

i. record the name, contact information, and attendance details.
ii. carry out active screening of every patron who enters an indoor or outdoor dining area in the establishment and record the results;
iii. maintain the records for a period of at least one month;
iv. ensure this information is kept secure from unauthorized access at all times; and
v. only disclose the records to a medical officer of health or an inspector under the *Health Protection and Promotion Act* on request for a purpose specified in section 2 of that Act or as otherwise required by law.

**** The business or organization responsible for collecting patron information must protect patron privacy when collecting and storing personal information.***

All records must be retained for a period of at least one month and if requested by Halton Region Public health must be provided by email or fax.

Date (m/d/y)	Party Size	First and last name	Contact Info (Telephone number/Email)	Town/City	Check-in time	Check-out time	Section or table number	Active screening (Pass/Fail)