

# *ST. STEPHEN HIGH SCHOOL*

## Visitor Information Log

Name	Meeting With or Purpose of Visit	Time In	Time Out	Reviewed Visitor COVID-19 Guidelines?	Date	Contact Information; Phone or Email
				<input type="checkbox"/> Yes		
				<input type="checkbox"/> Yes		
				<input type="checkbox"/> Yes		
				<input type="checkbox"/> Yes		
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				<input type="checkbox"/> Yes		

**This log will be:**  
 Kept for a minimum of 30-days;  
 released to Public Health upon request;  
 kept confidential for the 30 days period;  
 be destroyed after 30 days.