DAILY CHECK-IN LOG

Date:

Manager On Duty:

Unit:

Manager Instructions: Please post this form daily by the timeclock/employee check-in area.

Employees Should Complete the Below Check-In Steps:
Step 1: Clock-In
Step 2: Wash/Sanitize Hands
Step 3: Grab PPE (mask and gloves)
Step 4: Symptom Check/Temperature Check

By signing below, I agree that I have completed the check-in steps on the date listed above.

Employee Name - PRINT ONLY	Employee Signature