

Contact Information for Patrons

[Ontario Regulation 82/20: Rules for Areas in Stage 1](#), [Ontario Regulation 263/20: Rules for Areas in Stage 2](#), and [Ontario Regulation 364/20: Rules for Areas in Stage 3](#) require food establishment operators to record the name and contact information of **every patron** that enters an area of the establishment, unless the patron temporarily enters the area to place, pick up or pay for a takeout order.

Operators must maintain these records for **at least one month**.

Records are to remain confidential and are only to be disclosed to a medical officer of health or an inspector under the [Health Protection and Promotion Act](#) upon request for a purpose specified in section 2 of that Act or as otherwise required by law.

Business Name	
Business Address	
Main Business Person & Contact Information	

Date	Time of Entry	# in Party <i>(optional)</i>	Table # or Location <i>(optional)</i>	Name	Phone/ Email