

Guest Sign-in for Events and Gatherings

The Eau Claire City-County Health Department (ECCCHD) in partnership with the City of Altoona, City of Eau Claire, and Eau Claire County issued the COVID-19 Prevention and Control Order under the authority provided in Wis. Stat. § 252.03. **As part of this order, people who are hosting events, parties, gatherings, or group activities must document name, address, email, and phone number of all attendees.** In case someone at the event tests positive for COVID-19, this will help the Health Department to notify the other attendees quickly.

Contact information is only needed for those that were actually in attendance at the gathering.

Tips to collect this information:

- Create one entrance and one exit. This will help to ensure that all guests in attendance are accounted for.
- Have a sign-in station. Assign someone to the station, wearing a mask, to be sure the sign-in is filled completely.
- Have ample supply of pens, or thoroughly sanitize writing utensils after each use.
- Collect contact information from guests prior to the gathering, then have guests double-check the information you have for accuracy
- **Keep this information for 14 days after the event**
- Anyone with COVID-19 symptoms should go home

See additional pages -->

Name	Address	Zip Code	Email Address	Phone Number	COVID-19 symptoms? Cough, fever, sore throat, nausea, or other symptoms	
					Yes	No

See additional Page -->

