



Program Attendance Record for Potential Contact Tracing

The following information must be collected from **ALL INDIVIDUALS**, including staff, adults, youth, and community members in attendance at an in-person MSU Extension/4-H sponsored event, program, or meeting during the COVID-19 pandemic for the purpose of potential contact tracing. This form does not need to be submitted unless requested for contact tracing purposes. Maintain records for a minimum of six months. For multi-date events, a separate form must be completed for each day.

Program Date and Times: _____ **Program Location/Address:** _____

Name	Phone Number	Arrival Time	Departure Time	Group Name

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