Attendance/Visitors Log

Instructor:_____ **Recorder:_____**

Date/Time:_____ (Circle one) **Aikido Tai Chi 513Fit**

✓	Name	Member/Visitor (M or V)	Visitor Phone Number

1. At the entry way, check for the following:
    a. Has the person - or anyone the person has been in contact with during the preceding 14 days - tested positive for COVID-19 virus. If yes, he/she may not participate in training or enter the dojo (unless he/she is a medical professional who has taken all the required precautions in his/her medical environment).
    b. Shows signs of cold, flu, or COVID-19 (fever, cough, unusual fatigue, chest pain, shortness of breath). If showing signs, the person may not participate in training or enter the dojo.
    c. Temperature. For a temperature over 100.0 F, the person may not participate in training or enter the dojo.
2. Record all members participating in class as well as anyone watching class or otherwise in the dojo.
3. For Aikido, enter attendance into the sign-in system and place a check mark in the left-most column. Sanitize keyboard/mouse.
4. File attendance list in the dojo office.