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| --- | --- | --- | --- | --- |
| **Employee Name:** | **Building/Classroom:** | **Hot Spot Traveled to/Reason for Exclusion:** | **Date Employee was Excluded/Sent Home from Program:** | **Date Employee May Return to Program:** |
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**COVID-19 Hot Spot Employee Record Sheet**

If an employee or anyone from the household travels to any of the designated “hot spots” the employee will be excluded from the program for 14 days from the first day of their return. Additionally, if the employee or a family member has been exposed to a person from a “hot spot”, the employee will need to be excluded.