



MISSISSIPPI STATE DEPARTMENT OF HEALTH

MSDH COVID - 19 Response

Field Services Daily Sign-in Sheet/Time Log

DATE: _____

LOCATION: _____

	Name	Work Time			Travel	Notes
		Time In	Lunch Out	Lunch In	Time Out	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

FIELD SERVICES EPI RESPONSE TEAM DAILY SIGN-IN SHEET/TIME LOG INSTRUCTIONS

TEAM LEAD NOTE: Assign team member to be responsible for the daily sign in sheet maintenance adding date and location each day

1. Each Team Member to complete:
 - a. Time In
 - b. Lunch Out
 - c. Lunch In
 - d. Time Out
 - e. Travel time total
*See definition of travel time totaling during emergency response below
 - f. Notes - add any pertinent narrative here

*For this definition, staff can claim mileage for the lessor of the distance from their home to the temporary place of work OR the distance from their regular place of work to the temporary place of work. Staff are still required to follow other state and agency travel policies with the exception of the Trip Optimizer system which has been temporarily suspended.