Staff coverage documentation for centers:

Date/Time of Day	Staff person who left message and center they report to	Name of other staff member who will cover and time they will report. Supervisors will be phoned prior to leaving a message	If applicable, reason given by staff person for not being able to sub in staff persons place	Follow up for center needs for the day and time coverage is needed.
Example: 9/18/2006	Jane Doe, Hermiston CDC	Sarah Late-floater will report at 6:30 Paul Smith Supervisor was notified	Jill Flower unable to come in due to sickness	Need sub for 9-5 shift