

MCSC Return-to-Work Checklist and Acknowledgment

Employees must complete the following form on the first day returned to the workplace. You must review agency protocols before signing this form. Welcome back!

Employee Name and ID	
Supervisor	

A. State Property

Please confirm which of the following state-owned equipment you are returning to the office.
[Check all that apply.]

- Key card/security badges
- Mobile device (e.g. cellphone, notebook) asset# _____
- Laptop/desktop – asset # _____
- Computer Monitor
- USB flash drive
- Building keys
- Purchasing card
- Office Chair
- Other (please specify)

Yes No Did you clean and sanitize all equipment according to federal [guidelines](#)?
Specify: _____

Yes No Do you verify the state-owned equipment marked above has been cleaned and sanitized according to the instructions and returned to your agency?

B. Communications [Check each to acknowledge.]

- Remove any modified service message on your voicemail and record a new personal greeting.
- Remove any modified services delivery message on your internal and external email.
- I may be required to disinfect high-touch areas and participate in daily health screenings.
- I understand expectations for social distancing, hand hygiene, cleaning, cloth face coverings, and other protocols to reduce the spread of COVID-19.
- I understand that I need to stay home if I am [sick](#).

I UNDERSTAND THE EXPECTATIONS FOR PERFORMING MY JOB IN THE WORKPLACE UNDER OUR NEW COVID-19 PREPAREDNESS PROTOCOLS.

Employee Signature _____ Date _____