

Office of the Auditor General Checklist

Employees must complete the following form on the employees' first day back in the workplace. Employees must also review posted OAG protocols before signing this form.

Employee Name	
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A. OAG Equipment and Property

When OAG employees began to work from home, they were directed to provide an inventory of all computer equipment taken home. Use that list to confirm you are returning the equipment. All computer equipment must be sanitized prior to being taken to the work site

- Yes No Did you clean and sanitize all equipment according to [guidelines](#)?
Specify: _____
- Yes No I verify the state-owned equipment marked above has been cleaned and sanitized according to the instructions and returned to my agency.

B. Acknowledgment

- I may be required to disinfect high touch areas and participate in daily health self-assessments.
- 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.

C. Training

- I reviewed the COVID-19 Training for State of Michigan Employees presentation from the Office of State Employer and understand the information within.

I VERIFY I WILL COMPLETE A SELF-IMPLEMENTED HEALTH SCREENING PRIOR TO ENTERING THE VICTOR CENTER. I VERIFY I HAVE REVIEWED MY WORKPLACE'S EXPOSURE CONTROL PLAN AND RETURN TO WORK PLAN. I VERIFY I UNDERSTAND THE EXPECTATIONS FOR PERFORMING MY JOB IN THE WORKPLACE UNDER OUR NEW COVID-19 PREPAREDNESS PROTOCOLS.

Employee Signature _____ DATE _____