



Office of Children’s Ombudsman

Office of Children's Ombudsman Supervisor Checklist

Supervisors must have each employee complete the following form on the employees’ first day back in the workplace. You must review your agency protocols with your employees before they sign this form.

Welcome back! We are glad you are here.

Table with 2 columns: Employee Name and ID, Supervisor/Manager

A. State Property

Please confirm which of the following state-owned equipment you are returning to the office.

- 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)

Did you clean and sanitize all equipment according to guidelines? Specify:

I verify the state-owned equipment marked above has been cleaned and sanitized according to the instructions and returned to my agency.

B. Communications

- 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.
My supervisor and I have discussed, and 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 agree that I will complete a health screening each day.

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

Employee Signature DATE

Supervisor Signature DATE