



## HEALTH SCIENCES COVID-19 SITE-SPECIFIC TRAINING RECORD FOR OFFICE USE

This document attests that \_\_\_\_\_ has read, understood,  
CLEARLY PRINT NAME OF APPROVED WORKER  
 and will abide by the following policies, procedures, and documentation:

- Health Sciences Building Access SOPs During COVID-19

ITEM	COMPLETED or IN COMPLIANCE?
Online COVID-19 Safety Training Course	
Health Sciences Building Access SOPs During COVID-19	
Using proper PPE (masks)	
Using online scheduling for office use	
Respecting room maximum occupancy	
Follow all safety guidelines as per <a href="https://covid19.usask.ca/about/safety.php#Expectations">https://covid19.usask.ca/about/safety.php#Expectations</a>	
Disinfecting office before and after use, concentrating on high-touch areas such as door handles, light switches, shared surfaces, etc.	
Lunch rooms are closed	
<p><b>People found in violation of any COVID-19 rules will be subject to the same process as proper PPE enforcement:</b> Two educational warnings.</p> <p>If the violation continues after two warnings, this will result in immediate building access suspension for 48 hours.</p> <ul style="list-style-type: none"> <li>• A second offence will result in removal of access for 7 days.</li> <li>• A third offence will result in the offender being removed from the building with readmittance dependent on attendance at a Health and Safety Training session. Direct, personal supervision by the person's supervisor will be required for at least one week.</li> </ul>	

**NOTE: Once training is documented, keep record on file.**

\_\_\_\_\_  
 Name of approved worker (please print)

\_\_\_\_\_  
 Signature of approved worker

Date: \_\_\_\_\_