**Employee Checklist Prior to Work in RMI**

The following checklist must be completed and signed by your Principal Investigator / supervisor prior to returning to work.

* COVID-19 training programs required by the department have been completed (training webinar and review of documents on face coverings and use of RMI public spaces)
* COVID-19 training required by Campus has been completed (<https://campusready.ucdavis.edu/training>)
* Specific work activities have been discussed and approved by the PI / supervisor
* Workspace (e.g. lab, office, or public space) COVID-19 SOP for disinfection has been reviewed and signed
* Required PPE for conducting the work has been determined with PI / supervisor, including PPE for COVID-19 and normal hazards
* The self-assessment check list has been completed (<https://forms.gle/xBcJFnvfJr5Kb4mn9>.
* Individuals must fill out a [Daily Symptom Survey](https://campusready.ucdavis.edu/daily-symptom-survey) and receive approval prior to entering the building each day. Surveys should be sent to designated lab personnel (PI or other).
* Per the [Executive Order](https://ucnet.universityofcalifornia.edu/news/2020/08/2020-21-flu-vaccination-executive-order.pdf) by Janet Napolitano, all UC students, faculty and staff must receive a flu vaccination by November 1, 2020 unless approved for medical or other exemption. Vaccination records should be retained in the laboratory’s safety binder.

Employee name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PI/Supervisor name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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