

## WCLS Pandemic Workplace Agreements

To help us all feel safe and be safe as we adapt to the changes in our work environment, we need new workplace rules and new behaviors for working during a pandemic. Review these agreements every day at the start of your shift.

By signing below, you are agreeing to the following:

	<b><i>I will:</i></b>
	<b>Take the WCLS Staff Health Self-Assessment</b> BEFORE I come to work and text/call my results to my supervisor(s). If I am feeling slightly ill, I will stay home.
	<b>Wash my hands first</b> when I arrive at work.
	<b>Be 200% accountable:</b> 100% to myself and 100% to others. It's <b>Kind to Remind</b> . We are each responsible for holding ourselves and each other accountable to maintain safety and remind each other to keep our new workplace rules.
	<b>Use "Please" and "Thank You."</b> When I remind someone else, I will say "please put your mask on" and when someone reminds me to do something, I will just say "thank you," and move on.
	<b>Wash my hands frequently and thoroughly</b> for at least 20 seconds, at least every hour. I will wash my hands after sneezing, coughing, and using the restroom.
	<b>Wear a cloth mask correctly at all times.</b> (Exception: when I'm outside on break and physically distant from others.)
	<b>Avoid touching my face.</b>
	<b>Clean and sanitize</b> commonly-touched surfaces frequently.
	<b>Maintain 6-foot separation</b> between myself and others. I will also avoid physical contact with others.
	<b>Stagger my breaks</b> with co-workers.
	<b>Take breaks where I can physically distance myself</b> – in the break room alone, in my vehicle, or outside.

Name \_\_\_\_\_

Branch/Department \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_