

**Covid-19 Home Depot/Jeffery's Training
Record of Training - Spring 2021**

Employee Name: _____

Date of Training: _____

	TRUE	FALSE
1) All staff must complete the Jeffery's Covid Daily Screen form each day prior to the start of their shift. It is important that they enter their email address in case they need to show it to HD. A copy goes to the employee, supervisor and HR.		
2) It is okay to go to work with Covid-19 symptoms if they are only minor.		
3) 3-layer disposable masks must be worn by all merchandisers upon entering the store.		
4) It is not necessary to sanitize equipment.		
5) All HD visitors must sign in immediately upon entering the store using the new contactless digital web form. Employees without a phone can access using the desk top at the seasonal desk with the assistance of a HD associate. This is important to document my presense and I realize that if I do not do this I will not be notified if there is an outbreak.		
6) It doesn't matter how I wear my mask as long as it is on my face.		
7) If I become sick while at work I must immediately return to my vehicle and notify a HD manager for assistance via phone. I should then contact my Jeffery's supervisor as well.		
8) All positive tests or experiencing covid-19 symptoms need to be confidentially sent to the HD Health and Safety by my supervisor and Jeffery's HR department. There is a number of questions that will be asked and I should pay attention to what areas of the store i was in and who I had contact with the lsat 48 hours.		
9) If off sick , it is okay to return to work when I am feeling better. There is no need to notify anyone first.		
10) Covid-19 is preventable if protocols are followed. This includes physical distancing, wearing proper PPE such as 3 layer disposable masks and eye protection if in close contact with others.		
Please rate how useful you found this training on a scale of 1 to 5 with 1 being the least useful and 5 being the most useful.		
1 2 3 4 5 (Circle a number)		
Please provide any suggestions to improve the training or insert name of course here		

Employee Signature

Supervisor Signature