



_____, 2021

To All Employees:

To be signed by employees already working on Campus and employees preparing to return to work on Campus.

When returning to work on Campus, employees are reminded of the following items:

1. Masks must be worn in common areas, such as hallways and bathrooms.
2. Social distancing (two metres, or six feet) must be maintained at all times. In situations where social distancing cannot be maintained, a mask must be worn.
3. If you are feeling ill, you should not report to work, please notify your supervisor or Chair.
4. EFAP (Employee Family Assistance program) is available for staff, if needed. (Brochure attached) Faculty and Professional Librarians should contact the Union Office at unionoffice@smufu.org to determine options available for assistance.
5. Hand washing instructions must be followed, at all times (Poster attached).
6. As always, your supervisor or Chair is available to address any questions or concerns you may have with respect to your work.

I agree to the above conditions and have read and understood the attached safe work practices.

Name: _____

Signature: _____

Department: _____

Date: _____