**AFFIRMATION OF COMPLIANCE WITH COVID-19 PROTOCOLS**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*enter you full name]* acknowledges, certifies and affirms that:

1. I make this Affirmation, willfully and voluntarily, based upon my own personal knowledge and I am fully familiar with the facts set forth herein. I make this Affirmation in accordance with the attached guidance.
2. I am an employee of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*enter full employer name]* (“Contractor”).
3. I am employed by Contractor at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*enter project name/address*] (the “Project”).
4. I am aware of the pandemic of the virus known as COVID-19 and its serious health implications.
5. I understand that I have an obligation and moral commitment to my co-workers, my family and the community at large to help prevent the spread of COVID-19.
6. Accordingly, I will to my upmost ability to comply with all recommended COVID-19 prevention guidances of the Occupation Safety and Health Administration, Centers for Disease Control, local and state health authorities, and industry organizations as well as Project protocols (“Guidelines”).
7. I will not enter the Project if I:
	* + 1. Have tested positive for COVID-19;
			2. Have been under quarantine due to potential exposure to COVID-19;
			3. Have been ill or been under a doctor’s care;
			4. Have been and did not provide doctor’s note that I may safely return to work on the Project after such illness or doctor’s care;
			5. Have been in direct contact with anyone that had a confirmed case of COVID-19 in the last 14 days;
			6. Have been in direct contact with anyone that had a likely

 case of COVID-19 in the last 14 days;

1. Have traveled internationally, been on a cruise, or been to any domestic location categorized as Level 3 by the CDC and not self-quarantined for at least 14 days;
2. Have had a fever of over 100.4 degrees, without the use of fever reducing medication, within 72 hours of entry into the Project;
3. Have experienced coughing or shortness of breath within 72 hours of entering the Project.
4. I understand the following COVID-19 prevention measures and promise to do them:
	1. Use all available personal protective equipment.
	2. Studiously and continuously perform social distancing per the Guidelines – stay 6 feet away from any other worker at all times unless using correct personal protective equipment.
	3. Studiously and continuously perform the personal hygiene procedures per the Guidelines – frequently, and when soiled, wash my hands for 20 seconds or use alcohol-based hand rub.
5. I confirm that I understand the serious nature of these measures and will help in any way I can.
6. I understand the importance of the COVID-19 prevention measures and the moral commitment to comply as best as I can including abiding by the attached Progressive Discipline Policy.

Affirmed and certify this \_\_\_\_day of\_\_\_, 2020:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Progressive Discipline Policy**

[COMPANY NAME]

Purpose

The purpose of this policy is to provide a clear, well-defined, disciplinary action policy. [Company name] wants employees to know where they stand with regard to their performance and to reduce, as much as possible, the fear of unwarranted termination. It is important that all employees understand this policy and procedure.

Policy

[Company name] is committed to a fair and equitable disciplinary policy. The administration of discipline will be for, but not limited to, noncompliance with company policies, procedures, safety rules, and professional standards. Discipline can also be administered for such matters as inefficiency, incompetence, failure to maintain skills, inadequate performance levels, insubordination, failure to follow the lawful orders of a supervisor, misfeasance, malfeasance, or nonfeasance in your assigned position. This progressive discipline policy lets employees know exactly where they stand and why disciplinary action is being taken, and it gives employees a chance to present their side of the story. The three-tiered approach to discipline distinguishes between minor and more serious infractions. It allows employees an opportunity to learn from mistakes and improve their performance without the fear of unwarranted termination for minor infractions. If you have any questions about this policy, contact your supervisor or a member of the management.

The type and severity of any disciplinary action taken shall be governed by principles of consistent application, prior knowledge of rules and standards, and determination of the facts. Employees subject to disciplinary action, including involuntary termination, may appeal the action to management in writing. All notifications and filings will be in writing and become a part of the employee’s file. Suspensions should be for a minimum of a half-day to a maximum of 30 days. All disciplinary suspensions are without pay. Management will provide a copy of a notice of suspension, in writing, to the employee and the employee’s immediate supervisor. A copy will be kept in the employee’s file. Accidents involving property damage, horseplay, or injury to an employee, customer, or third party will be reviewed for possible disciplinary action. All personal protective equipment issued to an employee must be returned, replaced, or paid for. All horseplay incidents resulting in property damage, personal injury, or other harm to the company may result in disciplinary action.

Procedure

1. All disciplinary warnings will be in writing and will remain in the employee’s file. The written warning must contain a statement from the employee being disciplined. If the employee refuses to provide a written statement, the supervisor will enter a statement of the circumstances and sign it. The type and severity of discipline may take into consideration the severity of the infraction, the repeated nature of violations (verbal warnings), prior disciplinary actions (written), the employee’s past work record, and the potential of causing injury or damage to the employee, other persons, or property.

2. The first written warning will include a review with the employee’s immediate supervisor. The employee must be given the opportunity to respond to the warning in writing. If the employee to be disciplined refuses to provide a written statement or sign the Employee Action Form, the supervisor will attach a Refusal to Sign Form that must be signed by the employee. Depending on the nature of the incident:

 A. The employee may be referred to management for termination.

 B. The employee may be suspended without pay for an appropriate period (approval required from management).

 C. The employee may attain Level One disciplinary status (received first written disciplinary warning).

 D. Temporary, seasonal, and probationary employees may be terminated for any reason.

3. The second written warning will include a review with the employee’s immediate supervisor and management. The employee must be given the opportunity to respond in writing. If an employee refuses to provide a statement or sign the Employee Action Form, the supervisor will attach a Refusal to Sign Form to be signed by the employee. Depending on the nature of the incident and the employee’s status:

 A. The employee may be referred to management for termination.

 B. The employee may be suspended without pay for an appropriate period (approval required from management).

 C. The employee may attain Level Two disciplinary status (received second written disciplinary warning).

 D. Temporary, seasonal, and probationary employees should be terminated at the second level. Only after careful review by management can temporary, seasonal, and probationary employees retain their positions.

4. When an employee is subject to a third disciplinary action after an incident, regardless of status, he or she will be terminated. This action will come from management and only after a careful review of the incident. This action will also be documented including a statement from the employee, and placed in the employee’s file. Employees receiving a third warning must be given the opportunity to respond in writing before termination. Management personnel will process employees attaining this level only.