

Michigan Department of State Police Return to Work Checklist

Members shall complete this Return to Work checklist on the day the member returns to work at their work site on a permanent basis.

Employee Name:

Employee ID:

Supervisor/Manager:

State Property

Please confirm any state-owned equipment used for remote work has been returned to the office.

Mobile device (e.g. cellphone, notebook)

Asset Number:

Laptop/desktop

Asset Number:

Computer Monitor

Storage devices

Purchasing card

Office furniture

Other (please specify):

Has the returned state-owned equipment been cleaned and sanitized according to [guidelines](#)?

Yes No

Communications

I have recorded a new voicemail message and personal greeting to reflect that I have returned to the office.

I have removed any modified services delivery message on your internal and external email.

I have discussed with my supervisor and I understand the expectations for social distancing, hand hygiene, cleaning, cloth face coverings, and other protocols to reduce the spread of COVID-19. I understand that I need to stay home if I am [sick](#).

I may be required to disinfect high touch areas and complete the MSP Workplace Health Self-Assessment on a daily basis.

I VERIFY I UNDERSTAND THE EXPECTATIONS FOR PERFORMING MY JOB IN THE WORKPLACE
UNDER OUR NEW COVID-19 PREPAREDNESS PROTOCOLS.