



OSHA Training & COVID-19 Prevention Acknowledgement Form

As a Department Head for the City of Columbus, I hereby acknowledge, that I or my designee(s), provided training to all city employees in this department regarding ***OSHA Interim Guidance to Help Prevent Worker Exposure to SARS-CoV-2.***

- All employees were offered an opportunity to ask questions and become fully informed. I've attached an attendance list, as well as the dates of training.
- All employees were briefed using the materials provided by the City- poster, OSHA Interim Guidance and Safety Rules Powerpoint handout.
- All employees were informed that it is their responsibility to ask questions if any arise in the future.
- All employees agreed to follow all practices and procedures that were addressed in the training and obey all safety rules in the performance of job duties.
- I or my designee has put up the poster in my department and made it available to employees.

Department: _____ Date: _____

Department Head: _____

Department Head Signature: _____

Names of Designee(s) if any who provided training:

Attach legible attendance list and dates of training. DO NOT have employees share a pen or sign in.

Training Materials include:

- OSHA brochure
- Poster
- Powerpoint for Employees & COVID-19 Prevention