

**Appendix B - 4  
EMPLOYEE PERSONAL PROTECTIVE EQUIPMENT CHECKLIST**

Name \_\_\_\_\_ Parish/School/Archdiocese of Employment & City \_\_\_\_\_

Date of Hire \_\_\_\_\_ Position or Job Title \_\_\_\_\_

I acknowledge receiving the following and reviewing the Employee Training Presentation: \_\_\_\_\_  
Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**Note: This form is to be filed in the Employee's personnel file**

Check if not applicable	Job Task	Isolation Mask (Fabric or Purchased)	Safety Glasses Or Personal Glasses	Cotton/Synthetic Gloves or Nitrile/Vinyl/Latex Gloves or 6' Social Distancing	Face Shield if N95 Reused or KN-95	N-95 or KN-95 Respirator	Gowns											
		2	2	2	2	X												
	Work Inside My Office or Work Station					X												
	My Office or Work Station Has 6' Social Distance Markings	Yes																
	Walking Around and Elevator Use	1	2	2	2	X												
	Opening Mail/Packages/Delivered Items in Mail Room	1	1	1	1	X												
	Interacting with Others - Proximity 6' or Less	Not Allowed																
	Meetings - According to Wash. State Phase Guidelines or Local Decision For On-Line or Reduced Attendance																	
	As required through PAM 710	NA	1	1	3	3	1	1										
	<b>Catholic Schools</b>																	
	Meetings - According to Wash. Phase Guidelines or Local Decision For On-Line or Reduced Attendance	1	2	2	2	X												
	Library Use for Staff - Limit number of Staff with 6' distancing	1	2	2	2	X												
	Office Machine Use - Limit number of Staff with 6' distancing	1	2	2	2	X												
	As required through PAM 710																	
	SCENARIO #1 - School Nurse duty or Isolation Room Monitoring with potential COVID-19 Person "Extremely High Risk"	NA	1	2	2	3	1	1	1									
	SCENARIO #2 - Clean Area after COVID-19 Person "Extremely High Risk"	NA	1	2	2	3	1	1	2									
	SCENARIO #3 - Work in room with 10 people and/or frequent <3 ft. contact "High Risk"	NA	1	2	2	3	1	1	NA									
	SCENARIO #4 - Bus Driver needing frequent <3 ft. contact "High Risk"	NA	1	1	2	3	1	1*	NA									
	Note: X - Must maintain																	
	Note: 1 - PPE must be used.																	
	Note: 2 - PPE Personal Choice																	
	Note 3 - Desired but not practical by scenario																	
	NA = Not applicable																	
	* = Bus Driver does not need to wear a face shield																	