

# COVID-19 COMPLIANCE REPORT

**Date:** \_\_\_\_\_

**To:** \_\_\_\_\_

**From:** \_\_\_\_\_

You are receiving this violation because you were observed not following one or more of the following safety protocols:

- appropriate use of face covering
- physical distancing
- daily health screen on Trojan Check
- daily reservation and check-in on Trojan Check
- limited occupancy
- proper handwashing or sanitization and surface cleaning
- other (specify below):

Failure to comply with required safety procedures puts the university community at risk. Please ensure that all of your colleagues are aware of the risks associated with COVID-19 and the specific violations mentioned above.

The precautions and safety procedures mentioned above were agreed upon in your department's Restart Plan with the consultation of cross-functional university leadership teams. Repeated violation of COVID-19 related safety precautions will result in additional actions, which could include suspension or termination.

Thank you for your commitment to the health and safety of the USC community.