

## Sample COVID-19 Workplace Hazard Log

| Time & Date          | Location              | Description of Hazard   | Action by Management   | Witnessed by                  |
|----------------------|-----------------------|---|--|-------------------------------|
| 330pm, 6/10/2020     | Store entrance        | Customers were allowed in the store without wearing masks   | Floor supervisor was advised, he did not ask the customers to leave the store. Required to help each customer for approximately 30 minutes. Occurred 8x today. | Mark S., Juanita P., Devon L. |
| 8am, 6/11/2020       | Employee Breakroom A. | Hand sanitizers were empty  | Front end supervisor was asked to bring refill, he said they were all out. 6/25/20 - update - still no hand sanitizer.   | Devon C.                      |
| 12:15pm<br>6/11/2020 | Delivery Dock B.      | Jennifer M., said she was feeling sick and asked to leave early. She was told to finish her shift | Management did not allow her to leave when she showed symptoms. She worked 6 hours of her remaining shift.   | Mark S., Juanita, P           |
|                      |                       |   |  |                               |
|                      |                       |   |  |                               |

**NOTE: Taking photographs at work can place your job at risk. Only take photos when you are confident you can do so safely, you know for certain that your employer does not have a workplace rule that prohibits taking photos, and that the photo strongly supports your notes.**

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