

Request for In-Person Work by Individual Employee

Pursuant to the October 14, 2020 Michigan Occupational Safety and Health Administration (MIOSHA) Emergency Rules, in-person work for employees is prohibited “to the extent that their work activities can feasibly be completed remotely.” If an employee insists on performing work in-person at the school, the employee must complete this request form and submit it to _____ [Insert contact person] who should review the form and determine whether some or all aspects of the employee’s work cannot feasibly be completed remotely.

To be completed by the Employee:

Employee Name: _____

Job Title: _____

Building: _____

Date: _____

Time In: _____

Reason: The Employee is experiencing issues with internet connectivity, which is necessary to perform work.

The Employee is conducting a special project that requires classroom resources (e.g., science project).

The Employee is obtaining, printing, or making copies of classroom materials.

If other, please specify: _____

Employee Signature

For Internal Purposes:

____ Approved ____ Not Approved

Administrator: _____ Date: _____
(Signature)