Acknowledgement Record for Supervisors COVID-19 Template



A sample of an acknowledgement letter for supervisors.

As a supervisor/ lead hand for [*Company Name*], I have read and understood the importance of following the company policy [*Link or reference the company policy*] regarding COVID-19 procedures.

I am aware of the importance of following the physical distancing protocols set out by the Public
Health Authority and understand that as a supervisor it is my responsibility to enforce these procedures. I am also aware of alternate procedures when physical distance cannot be maintained.

[*Reference or Link Procedures]*

Please print this email and sign it and photograph it or scan it and send it to Human Resources
for record keeping.

Signed by _____

Date _____

Source: safetyalliancebc.ca/covid-19