



**AVENUE II COMMUNITY PROGRAM SERVICES**  
**STAFF REVIEW OF POLICY UPDATES**  
**SIGNOFF SHEET**

Policies to Review  
June 2024

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

- When a New Policy is Issued, or when Policies are Revised, as an Avenue II Employee: ***You are required to thoroughly review these policies.***
- It is important to understand how these changes affect your work routines and responsibilities, and how the changes will affect the individuals whom you support.
  - Please read the policies listed below.
  - ***Initial to acknowledge that you have read and understand them.***

	POLICY	SUBJECT	DATE	INITIAL
1.	<b>PPP003</b>	<b>Staff Screening Protocol</b> (PANDEMIC PLAN PROTOCOLS)		
2.	<b>PPP004</b>	<b>Visitor Screening Protocol</b> (PANDEMIC PLAN PROTOCOLS)		

**Due Date for Completion:** July 31<sup>st</sup>, 2024

**Return to:** Tammy St. Denis - [tammys@avenueii.com](mailto:tammys@avenueii.com)

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

❖ Copies of policies are available at people’s homes, the Main Office, and on Avenue II’s website: [www.avenueii.com](http://www.avenueii.com).