**City of Kamloops -Work from Home Record**

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| Employee Name:  |
| Date:  |
| Department: |
| Division: |
| Manager:  |
| Supervisor:  |
| Employee Address:  |
| Employee Emergency Contact: |
| Work Schedule: |
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| Working Alone Check-in Info: |
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| Description of Work Activities: |
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| Safety Items Reviewed: (see SWP) |
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| Comments & Additional Information: |
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