



SECTION I

QUEST DISASTER RECOVERY WORKSITE AGREEMENT/S

- ☐ Quest DW Recovery Employer of Record Agreement with Job Description(s) for each DRE Position

SECTION II



ORIENTATION, ONBOARDING AND OTHER JOB SPECIFIC TRAINING

- ☐ Employer Personnel Handbook
- ☐ Employer's EO Policy
- ☐ DRE Supervisor Orientation/Onboarding materials
- ☐ Documentation on Orientation/ Onboarding of Non-DRE Supervisors materials (specific to supervising DRE Participant/Employee)
- ☐ DRE Participant/Employee Orientation/Onboarding materials
- ☐ DRE Participant/Employee Job Specific Training materials (including any required OSHA training and COVID safety training)
- ☐ COVID-19 Safety Plan, including back-up plan if shutdown, shelter-in-place, etc.
 - Contingency Plans in the event of an employee testing positive for COVID

If Orientation, Onboarding or Job Specific Training is too bulky for the folder, please provide sheet addressing how or who can provide access to the above item(s).

SECTION II (Cont'd)



ORIENTATION, ONBOARDING AND OTHER JOB SPECIFIC TRAINING

- ☐ Employer Personnel Handbook
- ☐ Employer's EO Policy
- ☐ DRE Supervisor Orientation/Onboarding materials
- ☐ Documentation on Orientation/ Onboarding of Non-DRE Supervisors materials (specific to supervising DRE Participant/Employee)
- ☐ DRE Participant/Employee Orientation/Onboarding materials
- ☐ DRE Participant/Employee Job Specific Training materials (including any required OSHA training and COVID safety training)
- ☐ COVID-19 Safety Plan, including back-up plan if shutdown, shelter-in-place, etc.
 - Contingency Plans in the event of an employee testing positive for COVID

If Orientation, Onboarding or Job Specific Training is too bulky for the folder, please provide sheet addressing how or who can provide access to the above item(s).

SECTION II (Cont'd)



ORIENTATION, ONBOARDING AND OTHER JOB SPECIFIC TRAINING

- ☐ Employer Personnel Handbook
- ☐ Employer's EO Policy
- ☐ DRE Supervisor Orientation/Onboarding materials
- ☐ Documentation on Orientation/ Onboarding of Non-DRE Supervisors materials (specific to supervising DRE Participant/Employee)
- ☐ DRE Participant/Employee Orientation/Onboarding materials
- ☐ DRE Participant/Employee Job Specific Training materials (including any required OSHA training and COVID safety training)
- ☐ COVID-19 Safety Plan, including back-up plan if shutdown, shelter-in-place, etc.
 - Contingency Plans in the event of an employee testing positive for COVID

If Orientation, Onboarding or Job Specific Training is too bulky for the folder, please provide sheet addressing how or who can provide access to the above item(s).

SECTION II (Cont'd)



ORIENTATION, ONBOARDING AND OTHER JOB SPECIFIC TRAINING

- ☐ Employer Personnel Handbook
- ☐ Employer's EO Policy
- ☐ DRE Supervisor Orientation/Onboarding materials
- ☐ Documentation on Orientation/ Onboarding of Non-DRE Supervisors materials (specific to supervising DRE Participant/Employee)
- ☐ DRE Participant/Employee Orientation/Onboarding materials
- ☐ DRE Participant/Employee Job Specific Training materials (including any required OSHA training and COVID safety training)
- ☐ COVID-19 Safety Plan, including back-up plan if shutdown, shelter-in-place, etc.
 - Contingency Plans in the event of an employee testing positive for COVID

If Orientation, Onboarding or Job Specific Training is too bulky for the folder, please provide sheet addressing how or who can provide access to the above item(s).

SECTION II (Cont'd)



ORIENTATION, ONBOARDING AND OTHER JOB SPECIFIC TRAINING

- ☐ Employer Personnel Handbook
- ☐ Employer's EO Policy
- ☐ DRE Supervisor Orientation/Onboarding materials
- ☐ Documentation on Orientation/ Onboarding of Non-DRE Supervisors materials (specific to supervising DRE Participant/Employee)
- ☐ DRE Participant/Employee Orientation/Onboarding materials
- ☐ DRE Participant/Employee Job Specific Training materials (including any required OSHA training and COVID safety training)
- ☐ COVID-19 Safety Plan, including back-up plan if shutdown, shelter-in-place, etc.
 - Contingency Plans in the event of an employee testing positive for COVID

If Orientation, Onboarding or Job Specific Training is too bulky for the folder, please provide sheet addressing how or who can provide access to the above item(s).