



Asylum Seeker Shelter Services – Shelter Site Staff Weekly Work Schedule

Every Wednesday each shelter site must submit a schedule for the coming week for shelter site staff and security, including coverage staff to the Shelter Operations Manager. Shelter site staff and/or security holding an F02 certification should be noted with an * next to the employee name.

			SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
SH	FROM:	SECURITY							
	TO:	STAFF							
SH	FROM	SECURITY							
	TO:	STAFF							
SH	FROM:	SECURITY							
	TO:	STAFF							
COVERAGE STAFF									

Completed By (printed): _____

Title: _____

Signature: _____

Date: _____

For NYDIS Staff: Did you confirm staff have F - O2? Yes ☐ No ☐

Reviewed By (printed): _____

Title: _____

Signature: _____

Date: _____