



Mandatory Acknowledgement Form & Post Test

After you review of the training material in the Outlook Public Folders, complete this post-test, print and submit it to Lynne Belmer in Human Resources. If a veteran employee submits and passes the post-test they will be excused from the Mandatory training to participate in department Common Planning Time. All new employees must participate in the live training session. **Post test must be submitted to Human Resources**

1. All Minuteman employees are considered mandated reporters? ☒ TRUE ☐ FALSE

2. Who should you contact if you Internally - Guidance, who will in turn report to DCF
suspect child abuse or neglect?

3. Who should you notify to clean up
al blood or body fluid spill? Notify Supervisor, Contact Maintenance for Clean-Up

4. Outline the procedure if necessary for cleaning up a blood or body fluid spill.

1. Treat Human Blood Spills with CAUTION!

2. Isolate Area — NOTIFY IMMEDIATE SUPERVISOR.

3. Blood spills must be cleaned up promptly — call Maintenance Department to do this, X306.

4. Always use gloves when dealing with blood spills.

5. If you believe you have experienced or witnessed
sexual harassment at Minuteman you should report
this to Jack Dillon as Civil Rights Coordinator

6. If your intentions are good, your behavior is not sexual
harassment. ☐ TRUE ☒ FALSE

7. Unwelcome/uninvited sexual advances, requests for
sexual favors, and other verbal and physical conduct
of a sexual nature constitutes Sexual Harassment

8. Title IX protects students ☒ TRUE ☐ FALSE

9. Title VII protects employees ☒ TRUE ☐ FALSE