

11/13/20 Email Communication

Good morning all,

This email is to inform you that we have created a NEW Daily COVID-19 Questionnaire to replace the current one that we are using for Grandville location. The process will also change a bit. *Please note that the Holland and Visitor Questionnaires and process will remain the same*

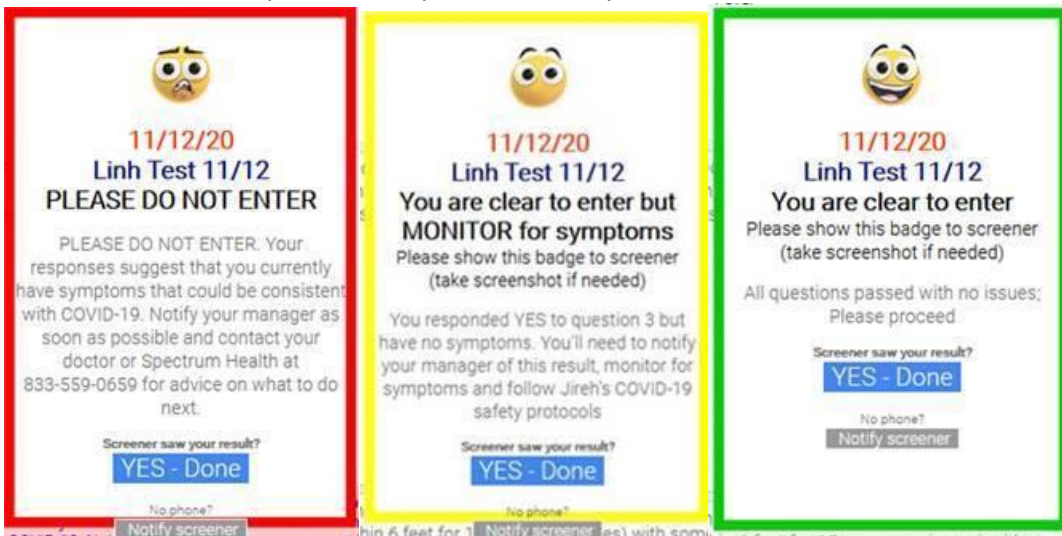
Grandville Team members should use this new questionnaire starting Monday (11/16).

NEW PROCESS EFFECTIVE MONDAY (11/16):

- 1.) Each Team member must complete a **Daily** Health & Safety Questionnaire using their smartphone (visit Jirehmetal.com/hot) - **NEW LINK WILL BE ON HOT ISSUES PAGE BY MONDAY (11/16)**
- 2.) You must show your results to the screener daily. *You may leave the result open or take a screenshot of it to show the screener when you come in*
- 3.) You will get a temperature check once your results have been screened
- 4.) Do it again for every day that you are scheduled to work 😊

The new questionnaire will now give you a result after you click submit. Your result will depend on the response you provide. Our IT manager did an amazing job with this!

Below are a few examples of what your results may look like.



HELPFUL INSTRUCTIONS FOR SMARTPHONE USERS:

- If you would like to create a Website Shortcut of the new questionnaire on your smartphone, instructions on how to do so are attached for both iPhone and Android users
- If you would like to take a screenshot of your results on your smartphone, separate instructions are attached for iPhone and Android users

If you need assistance with this, please let me know.

Managers, please communicate the content of this email with your teams.

Linh Duong
HR Manager