



Hi all,

Under the revised Stay Home, Stay Safe Executive Order 2020-77, every Team Member will be required to complete a **check-in questionnaire on Monday May 11th**. This questionnaire will need to be reviewed by Jireh's authorized personnel before you could start work. This questionnaire is required for EVERY DAY that you are scheduled to work.

Effective Monday, May 11th, we will implement the following:

1. ALL DOORS MUST BE LOCKED

a. Grandville:

- i. All doors must remain LOCKED except for the DOORS we have designated as our Dedicated Entry Points
- ii. **Dedicated Entry Points:**
 1. Company Main Entrance: Office Team Members can enter here to complete a check-in questionnaire
 2. Employee Main Entrance: All non-office Team Members must use this door to enter the building and complete a check-in questionnaire (see attached)
 3. These ENTRANCES must be LOCKED after the check-in process is done

b. Holland:

- i. All doors must remain LOCKED except for the DOOR by the break area. This door is Jireh Holland's dedicated entry point
- ii. **Dedicated Entry Point:**
 1. Door by break area: All Team Members must enter through this door

2. VISITORS ARE REQUIRED TO COMPLETE A CHECK-IN QUESTIONNAIRE PRIOR TO ENTERING THE BUILDING

- a. **Truck Drivers:** Ray will post signs up and provide them with a number (or 2) to call when they arrive or prior to their arrival. If they need to enter our facility, they must complete a questionnaire for visitors (see attached)
- b. **Tool Room:** Nick, please coordinate this to minimize exposure to visitors. Maybe designate a place for vendors to drop off die items/tools, have them call/email you to let you know when they are dropping the tools off.
- c. **DO NOT ALLOW VISITORS TO WANDER IN OUR FACILITIES (Bathrooms, Break rooms, etc. are off limit).** Eula will communicate with suppliers to let their truck drivers know of this requirement.
- d. **Contractors:** A questionnaire must be completed before they may begin.
- e. **If you anticipate visitors, please coordinate with them to ensure a check-in questionnaire is completed** (use check-in question – visitors)

3. TEMPERATURE SCREENING WILL BE REQUIRED SOON – MORE TO COME ON THIS

Thank you for your cooperation and for helping Jireh maintain a safe work place.