Weekly Crew Communication Points

 5/11/2020

* **Weekly Safety Topic:**

Below is rule #8 from the Safety and Plant Rules that **ALL** employees have been given and acknowledged. If you spit on the floor or discard your tobacco any place other than the approved disposable receptacles you will be written up for violation of Safety and Plant Rules. There will be no exceptions. This behavior is unacceptable and will not be tolerated.

“No spitting on the floor or in containers in or around the work areas. (Containers such as cups or soda bottles used to collect chewing tobacco, shells, gum, etc. are not approved disposable receptacles). Use garbage cans to dispose of shells or gum, etc.”

**Labor and Industries Inquiry**

We recently received an inquiry from L&I regarding a complaint they received about physical distancing. We were asked to provide all procedures in place to comply with L&I, OSHA, and CDC COVID-19 requirements. I’m pleased to let everyone know they are very impressed with the proactive actions we have taken to provide a safe work environment for our employees. Most of this success is due to all of you who have taken the requirements seriously and helped look after your fellow co-workers. If you have any other current or future concerns, the best first step would be to talk to your supervisor.

* **Training**

After consulting with L&I and reviewing CDC and OSHA requirements, close proximity training can be completed with the use of N95 masks. If you see people using N95 masks working together in close proximity this is currently the new norm for training.

Reminder – Please don’t forget to hand in your May training quizzes.

5 weeks in a row with no recordable injuries! You are all doing a great job! Keep looking after each other!

* **Coronavirus Updates:**
1. We are keeping [www.simpsondoor.com](http://www.simpsondoor.com) updated under the employee information section located at the bottom of the webpage.
2. Don’t forget that prior to punching in for work, employees must self-screen every day on the following questions also from the WA State Department of Health. And, really, you should be comfortable enough with these questions to screen yourselves BEFORE you come to work and call into the absentee phone line if you aren’t coming to work as a result of your answers to the questions below.

“Yes, or No, since your last day of work, have you had any of the following:

1. A new fever (100.4℉ or higher), or a sense of having a fever?
2. A new cough that you cannot attribute to another health condition?
3. New shortness of breath that you cannot attribute to another health condition?
4. A new sore throat that you cannot attribute to another health condition?
5. New muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
* **Shared Work Updates:**

**IMPORTANT SHARED WORK INFORMATION!!!**

**Apply online:** The **fastest** way to access your benefits is to apply online. The Employment Security Department has updated their website to make it easier to use.

The No. 1 thing Washington state residents are doing wrong is **not filing a claim each week**.

**After you apply for unemployment benefits, you must submit a weekly claim the next week in order to begin receiving benefits. Then, you must submit a claim each week until you want your benefits to stop.**

The Employment Security Department (ESD) expects nearly 1 million weekly claims to be filed starting Sunday, April 26. Here are three things that will help everyone get the assistance they need:

1. **File on a different day.** This is a big ask, but it will help a neighbor in need: If you can afford to wait a couple extra days to get paid, please file after Monday. This will allow those who need the benefit most to file and get paid first.
2. **File late at night, or early in the morning.**You can file online and by phone 24/7. Traffic is lowest late at night to early in the morning (11 p.m. to 6 a.m.).
3. **Try submitting on the phone in off-hours.**Submit your weekly claim via automated phone system after 6 p.m. (800-318-6022)

**While HR is happy to help you with your Shared Work, we are hearing positive results from the employees that are filing online and by phone and they are getting their money way faster than those we are faxing info for.**

* **HR Hours:**

HR hours are 8-4:00, M-F. This has been updated from last week’s communication. Not unlike production, we also need to reduce hours, you may not always get the HR person you’d hoped for and there may be times (rare we hope) that HR may not be available due to some unforeseen absence while others on the team were reducing hours. With that we will start posting our hours outside the main office door by Dory’s office. Our goal is to always have coverage, but again there could be times where that is not possible.