Weekly Crew Communication Points

 5/4/2020

* **Weekly Safety Topic:**

GHS Labeling

During the last couple of months, we have brought in new products everybody should be familiar with by now. These products are items like hand sanitizer, disinfectants, cleaners, etc. It is important to take the time to make sure all secondary containers in work centers have proper labeling. I know most of us are resourceful, mindful of cost and want to repurpose old containers for product but this not acceptable during a compliance inspection and could potential get somebody hurt or result in monetary fines. So please self-audit your areas and make sure all secondary containers are labeled and in appropriate containers for the product inside. If you need GHS labels or proper containers let your supervisor know and they will supply what you need with the proper labeling. **Please do not bring containers from home.**

* **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.

During the month of May, you will be receiving safety training material reviewing Fire Extinguisher use. Please review the material, complete the quiz and return to your supervisor. If you have any questions about the handouts, make sure you bring them up to your supervisor or Kert Brown.

4 weeks in a row with no recordable injuries! Keep up the safe work and 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.