

## **TRIN Covid 19 Safety Guidelines & Instructions**

### **To be followed upon returning to work**

#### **Guidelines to be followed until further notice**

#### **Arrive at TRIN**

Temperature will be taken at Associate Entrances. If you are tardy, see HR or a Supervisor to have temperature taken and to receive mask

\*If temperature exceeds 100.4 you will be asked to put on mask and will have a second temperature taken 10 minutes later to verify accuracy taken 10 minutes later to verify accuracy. If verified temperature over limit you will be asked to go home and contact HR during 7 am-4:30 pm

If no temperature you will be given a mask and you may proceed

Mask given each day and required to be worn all day. Associates may wear their own CLEAN mask

Go to locker / shoe cubicle. Please get in and out of this area quickly

\* Do your best to social distance while in the locker hall area

Test your shoes

Only one shoe tester may be used at a time

Please then Use hand sanitizer

If too early to clock in, please disperse to multi-purpose room or main hallway to maintain social distancing

Wash hands prior to starting work

clock in

Please then use hand sanitizer

Go to work area. Read through Work Manuals at the line

**DO NOT BEGIN WORK UNTIL YOU ARE INSTRUCTED TO BY YOUR SUPERVISOR**

You will be having training of new procedures due to Covid 19

Read Covid 19 cleaning instructions

\*\*\*Gloves are available for anyone that wants them along with a limited supply of face shield masks

#### **During work day**

Please follow Room "Maximum Occupancy " posted rule

Read and follow ALL posted Safety guidelines throughout the plant

Wash hands before work, before and after breaks and lunch

Office staff may take lunch at their desks or in conference room C

Masks to be worn until you get to your vehicle (may be removed while eating or drinking)

Hand Sanitizer to be used before touching vending machines, cooler doors, cabinets, etc.

Follow Social distancing guidelines

Cleaning will take place at 2nd break time and at the end of the shift for ALL Associates & Departments

\*Gloves must be worn while cleaning

Cloth/Rubber gloves must be sanitized with hand sanitizer

#### **At end of shift**

clock out

Use hand sanitizer

Go to locker / shoe cubicle. Please get in and out of this area quickly

\* Do your best to social distance while in the locker hall area

Please don't linger, get your personal belongings and exit building and property to reduce risks of groups gathering

Masks to be worn until you get to your vehicle

Please be safe after you leave TRIN as well

Please let your Supervisor or HR know of any Safety measure suggestions you may have