



Farmington Hills - First Day Back Information

1. A health screen is required before entering the building. The health screening is taking place in the lobby area. The only Team Member entrance will be the lobby doors. The North and South doors will be locked to entry.
2. NAL will provide you with a face mask upon arrival. We ask that you wear this mask when you enter the building and while moving around the building. While you are alone at your desk, you may remove it.
3. There are signs and markers to assist you with social distancing recognition throughout the facility.
4. Although the conference rooms have been setup to socially distance, please limit the usage of conference rooms and utilize Microsoft Teams, Skype or Teleconference from your desk when possible.
5. When printing, only one person is allowed in the copy room at a time. Please make sure to set your print jobs to print to your folder at the printer so others don't handle your papers.
6. The breakroom has been set up for social distancing. There are a limited number of seats at the tables. Please adjust your lunch time as needed.
7. The cafeteria refrigerators and freezers have been shut down temporarily. If you bring your lunch with you, we ask that you keep it at your desk.
8. Most water fountains will be closed. However, you can get water from the water dispensers in the cafeteria and near the restrooms using the provided cups. Please do not use your personal cup to dispense water or ice.
9. FHO will not allow any non-essential visitors until further notice.
10. NAL COVID-19 First Day Orientation will be conducted when you arrive via Microsoft Teams or it will be a self-paced video. Self-Registration or video links will be on the OD Training Site-NAL COVID-19 page.
11. Please feel free to review the NAL COVID-19 Playbook located at [//www.nal.com/covid-19-team-member-updates/](https://www.nal.com/covid-19-team-member-updates/).

COVID-19

#NEWNORMAL



NORTH AMERICAN
LIGHTING

A **KoTo** Group Company

Farmington Hills - Health Screenings

- Beginning June 1, 2020
(Subject to Change)
- Screening times will be
6:30am – 9:30am
- If arriving after the
screening time above,
enter the front lobby visitor
drive to be screened

