



In preparation for a safe and smooth return to work, please review the information below:

1. All Team Members will be required to complete a daily health check prior to entering any NAL facility. Designated health screeners will take your temperature using an infrared (no-contact) thermometer and ask you a few questions to assess for COVID-19 symptoms. Be prepared to share whether you have had a dry cough, shortness of breath or loss of taste or smell. If you have been sick or possibly exposed to someone with COVID-19, **STAY HOME** and call the Human Resources Department before you report to work.
2. Be sure to review the traffic route map in your facility's link to find out where to report for your health checkpoint.
3. All Team Members will be required to wear Personal Protective Equipment (PPE) including, a NAL provided face mask or pre-approved manufactured mask (**cloth face masks are not permitted**) and gloves as necessary for certain conditions. Standard PPE requirements are still in place as they relate to your job function and location.
4. Social distancing is important. Please maintain a safe 6-foot distance from others whenever possible. Your facility will have barriers and markings on the floor to help visualize proper social distancing.
5. In order to reduce crowding and to better manage the new COVID-19 guidelines, not all Team Members will return to work at the same time. Additionally, Team Members break times will be staggered.
6. Some facilities are shutting down refrigerators. You may want to consider an alternative before coming back to work such as an insulated lunch bag with ice packs.
7. In some cases water fountains will be shut off, however, water will still be available at the sinks and in the breakrooms. Please use a provided disposable cup to transfer water/ice from the dispenser to your personal container (without the cups touching). You can also drink from the disposable cup. All disposable cups should be thrown away after single usage.

There will be plenty of signage throughout NAL's facilities to remind you of the guidelines referenced above and detailed in the NAL COVID-19 Playbook (Playbook). Please feel free to review the Playbook before returning to work at www.nal.com.

We look forward to welcoming you back to work in a safe environment. Thank you for your cooperation in making that possible.