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United Steelworkers Local 105 Forerunner

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Office	Name
President	Brad Greve
Vice. Pres.	Robert Bartholomew ("Bart")
Guide	Roy Hutt
Rec Sec	Pat Stock
Griev Chair	Josh Meyrer
Fin Sec	Mike Nicholas



Meetings & Events March 2020

3/19 12 noon Local 105 Retirees Potluck

All meetings @ USW Local 105 Union Hall
Unless designated otherwise

ALL March Regular Union Business Meetings Cancelled due to Covid-19

As a precaution to concerns about spreading any virus we are canceling our regular business meetings for March. We will take up March agenda items and the Constitutional Convention delegate nominations at our regular business meeting in April.

Meetings cancelled include: USW Local 105 (Arconic) business meetings originally scheduled for Tuesday March 17th, USW Local 105-1 (Bowe Machine) business meeting originally scheduled for Thursday March 19th and USW Local 105-2 (Sivyer Steel) business meetings originally scheduled for Wednesday March 18th.

Town Hall Meetings Postponed

USW District #11 Town Hall meetings that were scheduled for March 24th are postponed until further notice.

LEAD OPERATORS – Support your team!

LEAD Operators are **NOT** Coaches, Supervisors! They are not bosses. Lead operators must lead by example and have the respect of their team. Lead operators should be working in their crew and freeing up star points to do some of the star point work in support of the team. Lead operators must be working in the crew to help reduce forced overtime.

Covid – 19 - A lot of questions – Still looking for answers

The state of Illinois has closed schools for at least 2 weeks and will put a lot of parents in a no-win situation of having to stay home to care for their children and not being able to report to work.

While Iowa Governor Reynolds has made it voluntary, with school districts making the decision on closing, I believe that our area school districts will close for some period of time putting Iowa parents in the same situation.

I have asked the company for help on what we can do for our members that get caught in this situation. I will see how they respond.

We are still waiting to see what the details of a final bill are coming out of our US Congress supposedly designed to help with the financial burden of this pandemic. The US House passed a bill and has sent it on to the US Senate.

The following information was provided to us by Arconic:



Notice to Employees

The Company is taking the following preliminary steps to address the Coronavirus global pandemic (Covid-19).

Attendance Management Policy process change from March 13th through April 30th:

Employees who have the Coronavirus or the flu are encouraged to stay home. They do not need to come to work and report to the Arconic Medical Department. They need to submit a certified health care provider's (doctor's) note to the Medical Department for the first day of work that they miss.

The note needs to state one of the following very clearly:

- a. Fever in excess of 100.4 degrees or higher
- b. Respiratory symptoms (coughing or difficulty breathing)

- It is preferred that the employee e-mail his/her doctor's note to Lisa.Travis-Hilbert@arconic.com or fax it to the Arconic Medical Department at (563) 459-1986 as soon as possible. If not, he/she needs to bring it with him/her upon return to work.

- If the doctor's note does not meet the above criteria, the employee's absence(s) will not be excused and subjected to the normal Arconic Attendance Management Policy.

- Employees who have been in contact with individuals who have confirmed or suspected Covid-19 are also encouraged to stay home. Employees must produce documentation from the infected individual that he/she has been exposed.

Employees must continue to follow the normal Arconic Attendance Management Policy protocol for reporting off work due to illness for all absences.

Frequently Asked Questions

1) What if I am out due to illness for an extend time?

- a. File a Short-Term Disability claim with The Hartford by calling 1 888 800 3518 or visiting <https://abilityadvantage.thehartford.com>.

2) What if I meet the criteria for the doctor's note, but do not meet the waiting period for Short-Term Disability?

- a. File an FMLA claim with Morning Star Health by calling 1 877 328 9757 or visiting <https://mshonline.net>. Claims will be reviewed on a case-by-case situation to verify if the illness qualifies for a protected leave.

3) What happens if my doctor's note meets the criteria, but I do not want to use Short-Term Disability or FMLA?

- a. In this case, and only from March 13th through April 30th, employees will be allowed to use all attendance tools that they have available.



COVID-19 ONE POINT LESSON HOW TO CLEAN 3/13/2020



Clean work areas and equipment if an employee has exhibited flu-like signs or symptoms.

- Use cleaning solutions on work surfaces such as operator controls, doorknobs, counters, and other common area equipment
- Hand washing must be performed before and after performing cleaning tasks
- Use paper products or disposable wipes, which can be discarded into the trash
- COVID-19 is destroyed by most ordinary soaps, detergents and disinfectants.
- Effective viral disinfectants include:
 - Plain soap
 - Any detergent
 - Bleach solution
 - Ammonia
 - Isopropyl alcohol
- Additional PPE is not required but may be used
- Do not spray cleaner directly onto computer or electronic devices. Spray cleaner onto the rag and wipe these devices.



COVID-19 ONE POINT LESSON FOR SUPERVISORS 3/13/2020



1. How can we prevent the spread of COVID-19 in our department?

- Departments are expected to maintain housekeeping in their areas and clean common surfaces
- Clean frequently touched objects and surfaces at each PC before and after shift change
- Clean commonly used work & breakroom surfaces, e.g., telephones, computer stations, crane controls, etc.
- Avoid large group settings, maintain 3 to 6 feet between individuals

2. What should I do if an employee is exhibiting signs of COVID-19 or flu-like symptom while onsite?

Do not immediately take employees to the Wellness Center, Notify the Wellness Center at x2342 and follow directions from Medical Staff. The medical evaluation may be done by phone. During times the medical department is not staffed (12am -5am, and weekends) call x2844.

If an employee refuses to cooperate with the medical evaluation, contact union representation/starpoint/steward and follow job assignment protocol if necessary.

Clean the area(s) where the ill employee worked then wash your hands. Have all employees who interacted with the ill individual wash their hands.

3. What should I do if an employee has recently visited a COVID-19 impacted area?

Upon returning to work the employee must be evaluated at the Wellness Center.

4. What do I do if I have an employee who has been in close contact with someone who has tested positive for COVID-19?

The CDC's definition of "close contact" includes living with or visiting someone who has a confirmed or suspected COVID-19 diagnosis. The employee must not enter the workplace if they meet this criteria and should contact their personal physician or local public health department in addition to following HR COVID-19 Guidelines (Notice to Employees). If they are onsite the employee must be sent to the Wellness Center.

5. If I learn that one of my employees has tested positive or is being investigated for COVID-19, can I inform others?

Employee medical information must remain confidential. It is not acceptable to share the name of any employee with a confirmed or suspected COVID-19 diagnosis. However, it is acceptable to inform employees who may have come in contact with the infected employee that they may have been exposed. You should contact your HR Business Partner to discuss how best to address this situation.