






## REVISED / COVID-19 CLOCK OUT PROCEDURES

During the Coronavirus Pandemic, Pax introduced a manual 'clock out / check off system' to limit congestion and interaction with the timeclocks. This process was designed to be a **temporary measure** and we're now ready to move on to the next phase.

### **Effective Monday, July 6<sup>th</sup> ~ Pax will resume the following clock out procedures:**

- Employees will **no longer** need to physically touch the  or  buttons when clocking out.
- All employees will be **personally responsible for clocking out** when leaving the premises for lunch and at the end of your work shift.
- Please be sure to **maintain proper (6') social distancing** and **don face coverings** in all required areas, as stated in the **Face Covering Policy**.
- Pax will continue to utilize the **three dedicated clock-out stations** in the plant (Main Clock, Toolroom and Back of the Plant.)
- The preferred clock out method will be to **swipe your badge through the card reader**.
- If employees should need to **key in** their badge number, please be sure to use **hand sanitizer**.
- If you wish to **'move'** your badge to a different clock ~ please feel free to do so, or if you **'misplaced'** your badge, please see Carol Knapke.
- Employees with Plex at their workstation **may now clock in AND out** at their computer. Contact Tammy, Jill or your Supervisor for assistance: 
- The **five (5) minute end of shift clean up** remains in effect and employees **are not to clock out** until the top or bottom of the hour.
- All Supervisors will also be reviewing these procedures with the employees in their departments.

As with all Pax COVID-19 Precautionary Measure / Health and Safety Policies, these Clock Out Procedures will be subject to change if the need arises.

**Thanks for Your Cooperation!**