

October 23, 2020

NAL Team Members:

In order to prepare for winter weather conditions, we are changing our COVID-19 screening process. As of **Monday, October 26th**, all Team Members will be required to use the new NAL Health Check website as part of your daily health screening. Please also continue to use the current health screening process until further notice. The current screening process will remain in place for the next couple of weeks in case you have difficulties with the online health check.

- You will need to sign into the website and complete a health check form each day before reporting to work. This can be done using the web browser on your smartphone, home computer or the Self Health Check Kiosk located onsite at specified entrances.
- The website is <https://healthcheck.nal.com>, and you must use your NAL email address and password to sign in. If you do not have an NAL email, refer to the User Guide on the following page.
 - Please see the following video on how to complete your daily health check.
 - [Click Here for Electronic Health Check training Video.](#)
- Depending on your smartphone or computer, you may also be able to create a shortcut to expedite this process. It's also a good idea to set up a daily reminder on your device.
- When entering the building, always scan your badge on the badge reader even if a fellow employee is holding the door open for you.
- If you mistakenly answer "Yes" to a question on the electronic health check form just resubmit the form with the correct answers.
- You may request a temperature check at work any time through your supervisor or by contacting the HR Department. We have also ordered thermometers to be distributed to all Team Members that will be available in the coming weeks.

It is important that we have everyone's cooperation and commitment to follow this new protocol. Your health and safety is our Number 1 priority, and we feel this new process will enhance our screening process. We appreciate your patience through this transition.

Thank you,
Chad Thompson
Corporate Human Resources General Manager



The following information is intended to help those completing the online Health Screening Form.



Sign in

1. Use the url: <https://healthcheck.nal.com> or provided QR code with your smart phone to get to the NAL Health Screening Form:
2. Enter your username and password.
 1. **Email Address:** (Your username will be your NAL email address and password will be the same as your NAL computer login.) Then, select "Sign in".
 2. **No NAL Email address:**
 1. You will need to select **Enroll / Forgot Password**.
 2. Enter your NAL Clock Number and your last name
 3. Create a 12 character password
 4. Log in at the main screen using NAL plus your clock number and your newly created password.

Completing the Form

1. You will need to answer the four questions daily before reporting to work at North American Lighting. Then select "Submit Answer" and wait for a response with further direction.
2. Once complete, a confirmation screen will appear letting you know if you are cleared to proceed to work. If you answered "yes" to any of the questions, the confirmation screen will instruct you to stay at home until further notice. You will be reminded to contact your supervisor and someone from HR will contact you. If there was an error in completing the form, please resubmit by completing the form again.

How to Create a Website Link on Your iPhone Home Screen

1. Launch **Safari** on your iPhone or iPad.
2. Navigate to the site that you want to create a Home screen shortcut to.
3. Tap the **Share** icon (the square with an arrow pointing out of it) at the bottom of the screen.
4. Scroll down to the list of actions and tap **Add to Home Screen**. (If you don't see the action, scroll to the bottom and tap **Edit Actions**, then tap **Add** next to the **Add to Home Screen** action. After that, you'll be able to select it from the Share Sheet.)



5. Type a name for your site link. This will be the title that appears beneath its icon on your Home screen.

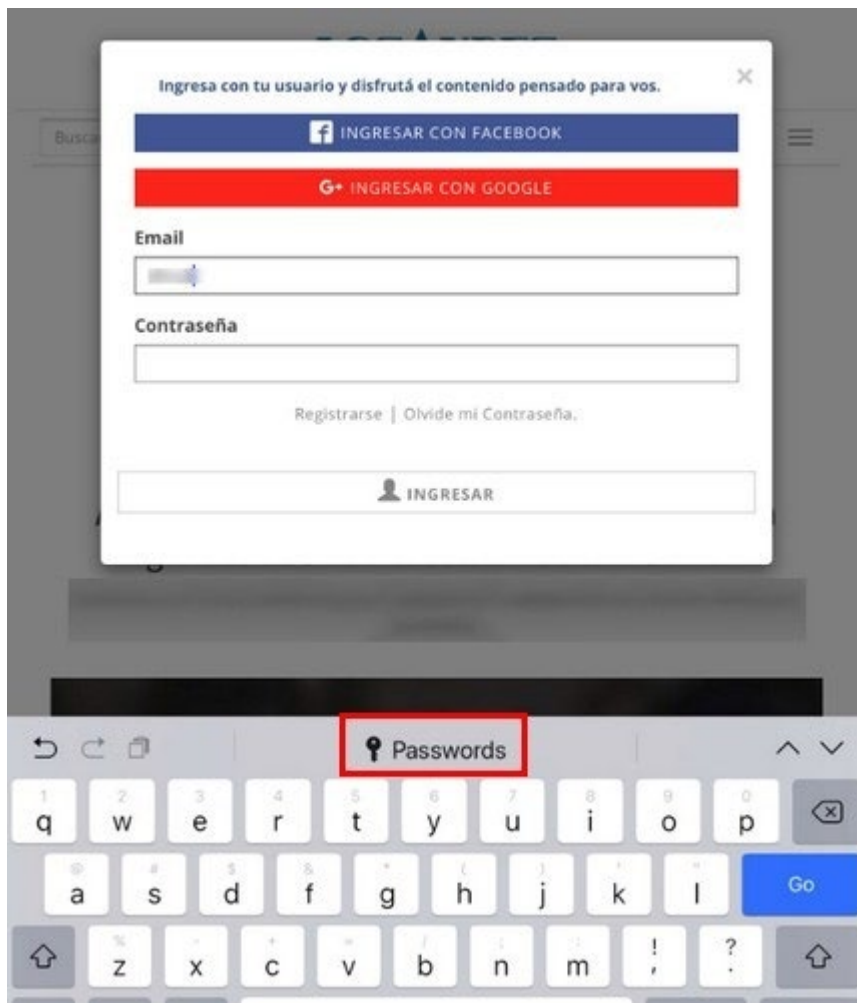
6. Tap **Add** in the top-right corner of the screen.



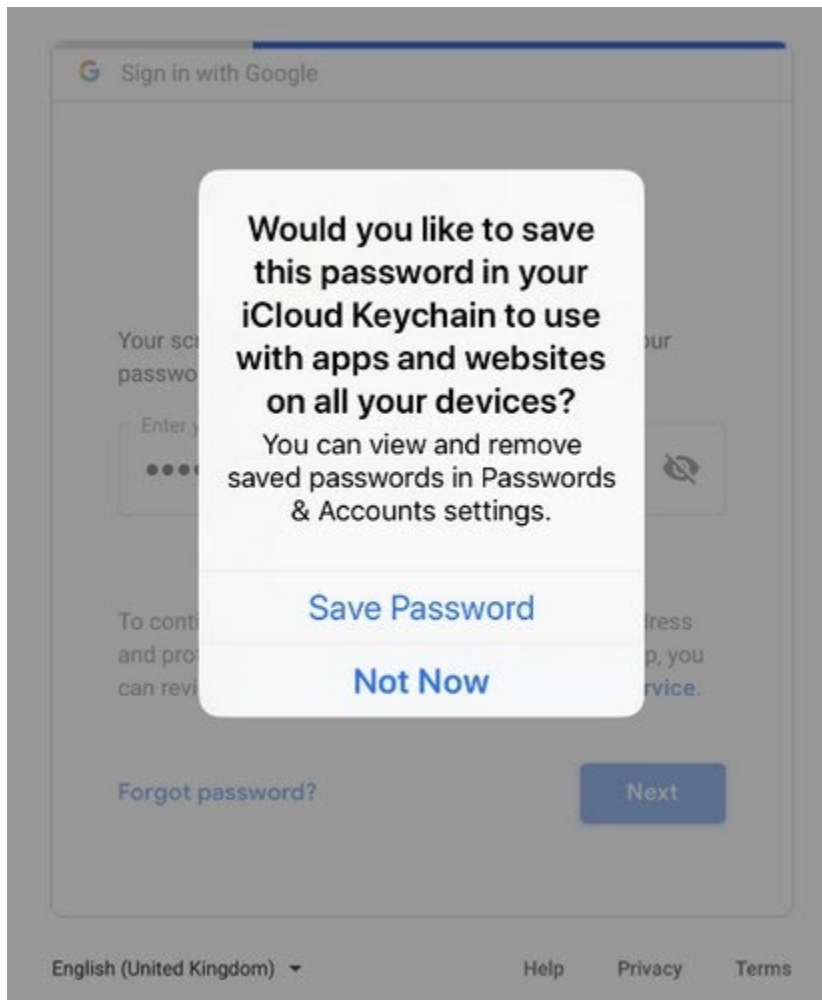
Your new "web app" will appear in the next available space on your device's Home screen. To move it like you would any other app, tap and hold its icon, then tap **Edit Home Screen**, and you'll be able to drag it to your desired location. When you've placed it where you want it, tap **Done**.

How to Allow Safari to Save Your Passwords

The easiest method you can try to have Safari save your passwords is to just allow iOS to take care of it naturally. Go to the site whose credentials you want Safari to save. Sign into the site like you normally would, and before you tap on the sign-in button on the site, your keyboard will show the Passwords option.



If you have never signed into that website before, there is nothing to do. Just add your username and password as you normally would. After you sign in, a dialog box will be displayed asking if you want to save the login information in iCloud Keychain for next time.



If you click "Save Password," it will be saved, and the next time you visit the site, you just need to click on the "Passwords" option. It will automatically fill in the information for you to sign in with. If you have multiple logins for that same website, you will see two of the options below. Click the one you want to use. If there's a third, fourth, etc., that isn't shown, click the "Passwords" link to find the correct one in your list of saved logins.

If you ever change your password on the site, you will be asked if you want to update your password.

If you want to get a head start and save the passwords for the sites you frequently visit, you'll need to dig into your device's Settings. On the left pane (once you're in Settings) swipe down until you see the "Passwords and Accounts" option.

How to use password AutoFill on iPhone and iPad

1. Open **Settings**, swipe down and tap **Passwords & Accounts**
2. Tap **AutoFill Passwords**, then **tap the toggle** next to AutoFill Passwords
3. You'll also want to have iCloud Keychain turned on if you don't already (Settings → your name → iCloud → Keychain)
4. Now you'll be able to save and AutoFill passwords on the web and in apps, look for the prompt at the bottom of your iPhone when tapping on a password field

Keep in mind if you're turning on AutoFill/iCloud Keychain for the first time, you'll need to save your passwords as you type them in during daily use. Then upon using them the next time, you'll be able to use AutoFill for the saved credentials.

Here's how the process looks on iPhone:



As shown in the far right screenshot above, you can also use third-party password managers like 1Password with AutoFill or opt to use both iCloud Keychain and a third-party app.

How to add NAL Health Check icon on Android phone home screen

1. Visit <http://healthcheck.nal.com>
2. Tap on three dots (top right)
3. Select "Add to home screen" and hit OK in the next popup screen.

*** depending on your phone, if you LOG IN first then create the icon, it will automatically take you to the screen with questions.

