



## COVID-19 Vaccination Registration

- What:** COVID-19 Vaccine Registration Program
- When:** February 9, 2021 at 8 A.M. EST
- Who:** GM employees (hourly and salaried)
- How:** The survey is accessed through Workday and requires 2-step verification.
- GM employees can take the survey by scanning QR code below
  - This survey is not currently open to contract employees
- Why:** TTO is participating in a **program starting February 9, 2021** to gauge employee interest in receiving the COVID-19 vaccine once it becomes available



SCAN ME

### QR CODE

- Use the camera on your smartphone or a QR code reader app to access the COVID-19 survey.
- Using a QR code is simple and reduces the need to touch any devices other than your personal phone.
- You can also visit [bit.ly/36I9eKn](https://bit.ly/36I9eKn)

**NOTE:** This is in preparation for the vaccine, which is not yet available

PROTECT *yourself.* PROTECT *each other.* IT'S WORTH A SHOT



## It's your **BODY**, be **KIND** to it TTO Ergonomics



### REDUCE YOUR RISK OF SPRAIN & STRAIN RELATED INJURY

Although ergonomics related injuries are on the decline we always can do better as one injury is one too many. We all must follow job instructions, use provided tools, and avoid working out of standard processes. Yes, there are other contributing factors that we are constantly working on to improve your job experience and eliminate work related injuries. Please help eliminate ergo related injuries and take care of your own body by being aware of your behavior. Practice these simple steps and turn them in to habits for a better work experience:

- Always follow job instructions, if you have a better method of doing the job please inform your TL/GL
  - Always use equipment and tools provided at the job, such as lift tables, lift assists, installation and assembly tools and report any malfunctioning equipment to your TL/GL immediately
  - Be aware of your posture;
  - A- Do not repeatedly reach overhead or below your knees.
  - B- On stationary jobs (like build tables) make sure you move your feet and body every few minutes. This helps to avoid prolonged static posture which maintains stress concentration on a certain area of the body
  - C- Maintain your wrist posture in a neutral position, if you feel you have to flex or extend your wrist more than thirty degrees to perform your job please contact ergonomics
  - If you feel an object is too heavy for you to lift, let your TL/GL know and notify Ergonomics, better safe than sorry
  - Do not over stack totes, boxes, parts... and follow stack pack height requirements
  - If pinch grip is required at your job to manipulate smaller parts, required force exertion should be minimal normally less than 10 lbs. Contact Ergonomics if you feel you have to exert too much force. Make sure you stretch your fingers/hands every few minutes and rotate off the job as frequently as possible
  - Avoid twisting your upper body and over reaching, instead turn with your feet and walk to the work as close as possible
  - If you have an ergo related concern, please be pro-active and use the QRP process or just ask your TL/GL for ergonomics. Do not wait until the situation is serious enough that you require medical attention
  - Take two before performing non-standard or out of process work. You may even want to consult with ergonomics to help develop work methods that will minimize risk of injury.
  - When pushing Dollies/carts please use caution and follow these simple guidelines:
    - Make sure brake is fully disengaged
    - Push cart instead of pulling whenever possible and keep your wrists straight not bent
    - Before pushing cart make sure all casters are straight and pointed in the direction of your destination by maneuvering cart side to side
    - Slow start when pushing cart until you get it rolling (normally 3-5 seconds, counting 1001, 1002, 1003 in your head helps keep you aware), gradually increase your speed as the cart starts rolling. Normal cart speed should be 2.5-3.0 feet per second.
    - Always gradually bring the cart to a stop and avoid short stops
    - Avoid quick or sudden movements as much as possible
    - Please report any malfunctioning carts/dollies and potholes/ floor defects to your TL/GL immediately
    - All carts require less than 50 lbs of initial force and less than 30 lbs for sustained force; just allow the cart the time to begin moving before applying more force.
- Have any questions or concerns regarding the ergonomics of your job, please use the pro-active QRP or just contact us.*

Sign up for **Send Word Now** and receive Automatic Alerts through the ANS system



Find the ANS tab on **Socrates** or **HCC** and Register online today!



Severe weather or production interruptions can happen any time...

Sign up now!

Save 1-877-316-8308 to your mobile phone as **General Motors ANS Alerts**

Your information will be collected by Send Word Now (SWN) Communications Inc., a third party administrator of GM's Automated Notification System. Your personal contact information will be used by Send Word Now solely for the purpose of carrying out its obligations to GM. SWN is an industry leader in emergency notification systems with safeguards in place to keep data provided by employees secure.

## WINTER STORM SAFETY

The Consumer Product Safety Commission reports that 50% of all portable generator-related carbon monoxide deaths occur during the winter months (November - February). Further, winter storms can also lead to serious hazards such as downed power lines and flooding.

### ESFI OFFERS THESE SAFETY TIPS TO HELP YOU:



#### PREPARE

- Unplug your appliances and power cords from outlets to protect them from power surges.
- If you plan to use a portable generator, ESFI recommends a licensed electrician install it to ensure it will operate safely.
- Test your home's carbon monoxide detectors and smoke alarms to ensure they're functioning.



#### WEATHER

- Use flashlights as a source of light. Candles are a fire hazard.
- Never operate a generator inside your home or in other enclosed or partially-enclosed spaces, including the garage.
- Use a battery-operated radio to stay informed about important safety updates.
- If using a space heater, plug directly into a wall outlet and keep at least three feet away from combustibles.



#### RECOVER

- If flood waters reached the level of electrical outlets, contact a licensed electrician before attempting to use electricity in the home.
- Prior to use, have a qualified service repair dealer determine what electrical equipment should be replaced and what can be reconditioned.
- Never touch a fallen power line or drive through standing water if a downed power line is nearby. Report downed lines to local authorities.

ESFI Additional severe weather safety information is available at [www.esfi.org](http://www.esfi.org).

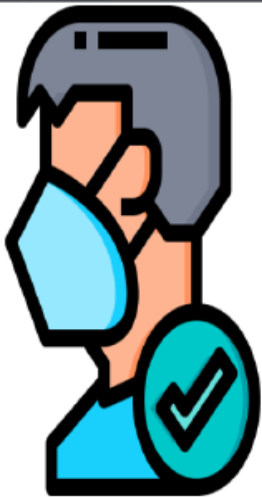
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## MASK POLICY OUTSIDE



- Facemasks can be removed while walking outside or stepping outside for fresh air during a break. This CAN ONLY be done if PHYSICAL DISTANCING is MAINTAINED. Masks must be worn while performing work outside.
- As a reminder:
  - Employees are encouraged to continue to wear masks outside of the turnstiles in the parking lot to their car and wear that mask back to work the next day. Each employee is given a new mask as they re-enter the facility.



**EVERY Person. EVERY Site. EVERY Day.**



General Motors Manufacturing @MFG\_GM · Feb 5

"We appreciate the #GMToledo team's commitment to build world-class products for our customers and this investment recognizes their efforts." - Phil Kienle, @GM vice president.

Read more about today's \$75 million investment in Ohio: [bit.ly/39P5cly](https://bit.ly/39P5cly)



"Today, we are happy to share with you that GM is announcing an investment of \$75 Million to increase capacity of full-size truck 10-speed transmission (Chevrolet Silverado and GMC Sierra). We want to highlight everyone's efforts, because in four months, GM has announced investments totaling \$114 Million for the plant.

**Eric Gonzales, Plant Executive Director**  
**Jeff King, UAW local 14 Shop Chairman**



**BLACK HISTORY MONTH**



**George Washington Carver**  
 (1860–1943) developed peanut butter and 400 plant products!  
 Fast Fact: Carver was born a slave. He didn't go to college until he was 30.

**BLACK HISTORY MONTH**



**Mae C. Jemison**  
 The first African-American woman to be admitted into the astronaut training program. On September 12, 1992, Jemison finally flew into space with six other astronauts aboard the Endeavour on mission STS47, becoming the first African-American woman in space.

**BLACK HISTORY MONTH**



**Lonnie G. Johnson**  
 Johnson is most known for inventing the Super Soaker water gun, which has ranked among the world's top 20 best-selling toys every year since its release. Johnson's company just came out with a new Nerf ball toy gun.

# CELEBRATE BLACK HISTORY MONTH



# Why Composting Matters

## Composting 101

### • What is composting?

- It's the biological process of turning organic waste into organic fertilizer which requires a mixture of:

Air

Water

Carbon

Nitrogen



### • Why should I compost?

- ✓ **To reduce waste going to the landfill**
  - ✓ **When you use compost in your gardens, it improves the soil, plant growth and yield (more tomatoes, more flowers)!**
  - ✓ **Save money on other fertilizers that you would normally use in your gardens**
  - ✓ **To use less water. Compost helps with moisture retention.**
- **In 2020, TTO sent over 3500 lbs. of compostable material to Andre Farms, located in Wauseon, OH. Let's aim to send more in 2021! This is less waste going to the landfill.**

## What can I compost at TTO?

### • Place the following items in the compost bins at TTO

- The following **"Green"** items are organic materials rich in Nitrogen!
  - Fruit and veggie scraps
  - Coffee Grounds
  - Tea Bags
  - Loose Leaf Tea
  - Cooked rice or pasta
  - Pits from fruit
- The following **"Brown"** items are organic material rich in Carbon!
  - Eggshells
  - Dry cereal and breads
  - Nut shells
  - Oatmeal
  - Paper towels/napkins
  - Meat scraps
  - Coffee filters
  - Newspapers



## Do not place the following items in the Compost Bins at TTO!

- Coated paper products (coffee cups, drink cups and soup cups from Subway)
- Potato chip bags
- Anything plastic: straws, plasticware, plastic bags, yogurt containers, plastic bottles
- Aluminum cans
- Glass containers
- Magazines/Catalogs

**Simple philosophy "If it can not be broken down by Mother Nature, then it is not a compostable material"**



## Mind & Body Health Check : Managing Grief



Grief comes in many forms and is caused by a variety of life events. People grieve differently, there is no wrong way to grieve, and *a person's mere presence* can be the support that makes all the difference to someone that is experiencing grief. Below are links to a few short talks along with a few resources and articles we hope you'll find useful to support those in need.

- Substance Abuse and Mental Health Services Administration (SAMHSA): **800.662.HELP (4357)** – A free, confidential, 24/7, 365-day-a-year treatment referral and information service for those facing mental and/or substance use disorders. Services available in English and Spanish.
- National Alliance of Mental Illness (NAMI): **703.524.7600** – the largest grassroots mental health organization dedicated to building better lives for those affected by mental illness.
- National Suicide Prevention Line: **800.273.8255** – Click [HERE](#) for more information
- New Hope Center Grief Support provided a Lunch and Learn to GM employees earlier this month, you can watch the replay [HERE](#)
- Tips to *Helping Someone Who's Grieving* located [HERE](#)
- Grief articles and resources from the [Hospice Foundation of America](#)
- Mental Health America [Bereavement and Grief Resources](#)

**February Shoe Mobile Schedule:**  
 Tuesday, 2/23/21 – 12:30pm to 7:30pm  
 Wednesday, 2/24/21 – 6:30am to 3:30pm



**Saf-Gard** SAFETY SHOE COMPANY. **VULCAN SAFETY SHOES** DIVISION OF SAF-GARD SAFETY SHOE CO. **MICHIGAN INDUSTRIAL SHOE** DIVISION OF SAF-GARD SAFETY SHOE CO. **GREAT LAKES INDUSTRIAL SHOE** DIVISION OF SAF-GARD SAFETY SHOE CO. **SRmax** SLIP RESISTANT SHOES



## GLASS CITY FEDERAL CREDIT UNION OFFERS SCHOLARSHIPS

Glass City Federal Credit Union is pleased to offer five scholarship awards, one in the amount of \$2,500 and four in the amount of \$1,000 to area students who meet the following criteria:

- The student will be attending a 2- or 4-year accredited post-secondary institution during the 2021-22 school year.
- The student is a member of Glass City Federal; or a parent, step-parent, or legal guardian is a member of Glass City.
- The student completes and submits the required application and essay by the deadline of March 31, 2021.

Interested scholarship applicants are encouraged to obtain a scholarship application at any Glass City Federal branch or online at [glasscityfcu.com](http://glasscityfcu.com).

Glass City Federal Credit Union has been providing financial services to the northwest Ohio community since 1947. With five area branch locations, Glass City offices are in Maumee, Toledo, and Bowling Green. Glass City Federal provides a variety of deposit and loan products tailored to the needs of its over 28,000 members. To qualify for Glass City Federal membership, one must live, work, attend school, or worship in the northwest Ohio counties of Lucas, Wood, Fulton, or Ottawa. For more information, please visit the Glass City website at [glasscityfcu.com](http://glasscityfcu.com).

**SUBSCRIBE NOW!**  
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