

Fit Testing Respirator REQUIREMENTS

DATE OF NOTICE - March 8, 2023: If you have not turned in your 1.Fit Testing Questionaire, 2.Completed the UKG Learning Training Module and 3. Scheduled/completed your fit testing appointment (with Aspirus or at Nursing Home In-Service).....

YOU ARE OUT OF COMPLIANCE! YOU MUST:

1. Complete and Return Respirator Questionnaire to Employee Health IMMEDIATELY. Misplaced your questionnaire? If you need another copy of the questionnaire, please visit www.norcen.org/ForEmployees and print one there. Please read the instructions below first and return completed questionnaire. Read ALL 1. Start with Page 1 "To the Employee" Instructions 2. Part A: Section 1: **BEFORE** Answer questions 1 - 12. Question 13 has been completed for you. **Starting 3.** Part A: Section 2: Answer questions 1 - 9. Skip questions 10 - 15. Questionnaire 4. Part B: Skip questions 1 - 19. **5.** Page 9: Sign at bottom with Employee Signature and Date. **6.** Fold entire survey and place in envelope provided. Seal completely. 7. Return sealed envelope to your manager or deliver via interoffice mail to Reneé Erickson in Employee Health IMMEDIATELY. 2. Complete UKG Learning Training Module You must complete this training module before scheduling your appointment in Step 3 below. 3. Schedule & Complete Fit Testing w/Aspirus Scheduling instructions provided in UKG Learning Module (previous step). Last Chance Fit Test Appointments are available at the NCHC **Employee Health & Wellness Center at 1000 Lake View Drive.** <u>Tues, March 21:</u> 7 am to 11 am and 11:30 am to 2:30 pm

Thurs, March 23: 10 am to 1 pm and 1:30 pm to 5:30 pm

These dates don't work? You need to contact the NCHC Health & Wellness Center operated by Aspirus (715.843.1256) and make an appointment for fit testing after completing steps 1 & 2 above.