

# Client Access and Usage Instructions for Online Environmental, Health & Safety Trainings

Please note the following considerations to get the most efficient and effective use out of the training library:

- 1) General Use:
  - The recordings allow for employees to take the class on an individual basis from a computer, tablet, or phone maintaining social distancing.
  - The recordings can be viewed as a group, but an independent training signoff will need to be provided.

# 2) How to Access the Training:

• Please go to the U.S. Compliance COVID-19 Resource Center website by clicking this link: <u>U.S. Compliance Covid 19 Resource Center (CRC)</u>

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### 3) Sign in Process and Requirements:

- Scroll down to the Client Area.
- After clicking on the "Login Here" box, enter **Protect2020** as the password.
- Select the "Health & Safety Fundamentals Training" or "Environmental Fundamentals Training" box. This will dropdown and provide a list of all the available trainings. Click on your desired training topic link.



• This link can be copied from the web browser and shared with any of your employees for completion on their personal devices (phones, iPad, laptops, etc.).



# 4) Completion of Training and Quiz:

- Employees will be asked for their name, company name and location before proceeding through the video and quiz questions.
- Once the video has been completed and the questions have been answered click "Submit" at the bottom of the page.

| O Complete a TCLP test                               |
|--|
| O Follow directions on the SDS                       |
| O Copy the profile from a similar or sister facility |
| Submit Page 1 of 1                                   |

### 5) Record of Completion:

- Once all the employees have completed the quiz, the training records will be sent to your EHS Advisor or Environmental Specialist to disseminate and allow you to manage with your existing records.
- 6) Questions:
  - Please contact your EHS Advisor or Environmental Specialist for any specific inquiries or copies of documentation.