

COVID-19 GUIDELINES

UA LOCAL #13

APPRENTICESHIP APPLICATION PROCESS

- **1st Tuesday of each month**
- Morning session – 9:00am – 11:00am
 - Application & Math Test must be completed by 11:00am.
NO EXCEPTIONS.
- Afternoon session – 1:00pm – 3:00pm
 - Application & Math Test must be completed by 3:00pm.
NO EXCEPTIONS.
- At arrival, there will be a sign-in sheet in the over-head door on the right side of the building. Please **WEAR A MASK & SANITIZE YOUR HANDS BEFORE PICKING UP PEN/PENCIL**. *Sign in on the sheet. You must get your temperature taken & write it next to your name along with your phone number. Take that pen/pencil with you!* **NOTE: If temp. is over 100, you CANNOT ENTER.**
- Return to your car until the designated start time.
NO congregating in groups in the parking lot.
- **ONLY 15 APPLICANTS ALLOWED PER SESSION.** If there are already 15 in there... you must wait until the afternoon session. If it is the afternoon, you will have to wait until the next month to apply.
- Will enter through overhead door on right side of building ONLY AFTER THE FOLLOWING STEPS...
 - MUST SANITIZE HANDS
 - MUST WEAR A FACE MASK
 - Go directly to available desk with application & math test already on it.
 - NO CALCULATORS/CELL PHONES ALLOWED.
 - DO NOT GO UP TO THE PROCTOR'S DESK.
 - WHEN FINISHED, LEAVE ALL MATERIALS ON DESK.
 - TAKE PEN/PENCIL WITH YOU!!!!
 - Exit building immediately.
 - Your results will be mailed to you within (1) week.