



# MY HEALTH COVID-19 EMPLOYEE RESPONSE PLAN

## IDENTIFY if in the past (14) days you have:

Traveled to an area of widespread transmission.  
(i.e., China, Italy, South Korea, Iran, Washington State, New York State, etc.)

OR

Have had close contact with a person known to have COVID-19.

OR

Are under quarantine by a recognized health authority or have a sick family member with COVID-19 in your home.

AND

You have symptoms of acute respiratory illness (cough, shortness of breath, fever of 100.4° F [37.8° C] or greater using an oral thermometer,) then:

## REPORT

You ("Reporting Employee") should stay home and notify your supervisor and the HR COVID-19 helpline (724-336-1560) of your potential COVID-19 illness.

1

You should identify for HR all employees with whom you have had close contact (defined by the CDC as "being within 6 feet of a person for a prolonged period of time") within the previous 5 days (the "Affected Employees").

2

You should not return to work until you:

- Are symptom-free for 7 days without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants); or
- Have a negative COVID-19 test result; or
- Have a release from your treating physician that it is safe for you to return to work; or
- If applicable, complete the quarantine requirements.

3

## INFORM

HR Department should notify all Affected Employees of their potential exposure to COVID-19 while keeping confidential the Reporting Employee's personally identifiable information in compliance with the ADA and HIPAA.

Affected Employees should consult with their physician and follow the CDC's guidance for how to conduct a risk assessment of their potential exposure.

## PREVENTION GUIDELINES

- Avoid close contact with people who are sick.
- Stay home when sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects/surfaces using household cleaning spray/wipes.
- Wash your hands often with soap and water for at least 20 seconds, after using the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not available, use alcohol-based hand sanitizer with at least 60% alcohol.
- Refer to CDC website [www.cdc.gov](http://www.cdc.gov) for specific travel advisory guidelines.
- **Don't share drinks, utensils, or other personal items.**



The above guidance is subject to revision based on further updates from the CDC and applicable government agencies.  
Source: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention.

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