

COVID-19

MY SAFETY Takes Me Home



COVID-19 FACTS

DO:

- Stay at home when sick
- Avoid contact with people who are sick
- Clean your hands often
- Cover coughs and sneezes
- Clean and disinfect frequently touched surfaces

DON'T:

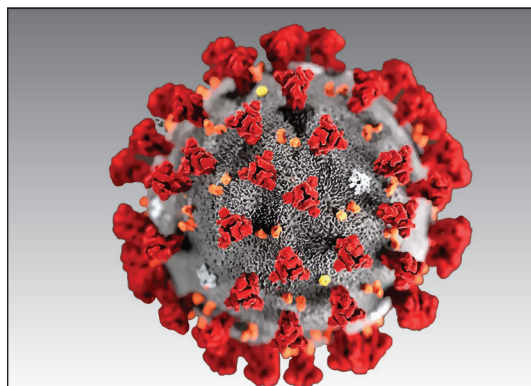
- Share drinks, utensils, or other personal items
- Touch your eyes, nose, or mouth
- Work or congregate closer than necessary to others
- Shake hands

SYMPTOMS:

- Fever - 100.4°F or greater
- Cough
- Shortness of breath

RETURNING TO WORK:

- Symptom free for 7 days; or
- Have a negative COVID-19 test result; or
- Obtained a release from your treating physician; or
- Completed applicable quarantine requirements



TRANSFER OF COVID-19 – Best way to prevent illness is to prevent exposure to the virus. COVID-19 is spread from person to person through respiratory droplets expelled when an infected persons coughs or sneezes.



HAND WASHING – Wash your hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.



CONTACT RISK PREVENTION – Practice social distancing (6 ft. or more from others). Eliminate or reduce size of in-person meetings. Prohibit communal eating and drinking. Do not share papers, pens, etc.



CLEAN & DISINFECT – Clean and disinfect frequently touched surfaces daily; door knobs, switches, handles, faucets, cabs, etc. Disinfect shared tools or equipment after use. Do not share PPE.



STOP

- Are you sick?
- Have you traveled to an area of widespread COVID-19 transmission (i.e., Washington State, New York City area, international travel or cruise)?
- Have you had close contact with a person known to have COVID-19?
- Are you under quarantine by your doctor or other recognized health authority?
- Do you have a sick family member with COVID-19 in your home?

If you answered YES to ANY of the these questions, DO NOT come on-site. PLEASE GO HOME.

If you are an employee, notify your supervisor and contact the HR COVID-19 Helpline.
If you are a subcontractor/supplier, contact your supervisor for further direction.

IDENTIFY – Have you traveled to an area of widespread transmission, had close contact with a person known to have COVID-19, are you under quarantine, or have a family member in your home with COVID-19? If so stay home and follow reporting protocol!

**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 City Area, 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

1 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.	2 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 3 days (the "Affected Employees").	3 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 is safe for you to return to work; or • If applicable, complete the quarantine requirements.
---	---	--

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.
--	--

REPORT – Contact your supervisor and the HR COVID-19 helpline (724-336-1560). Compile a list of employees you have had close contact with (6') in the last 5 days and provide to Human Resources.