

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:

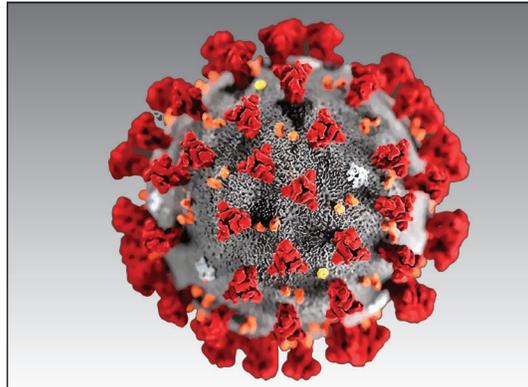
- Share drinks, utensils, or other personal items
- Touch your eyes, nose, or mouth
- Work or congregate closer than necessary to others
- Shake hands

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.



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.



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.



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!



IDENTIFY if in the past (14) days you have:		
<p><small>Traveled to an area of widespread transmission (i.e., China, Italy, South Korea, Iran, Washington State, New York City Area, etc.)</small></p>	<p><small>OR</small></p> <p><small>Have had close contact with a person known to have COVID-19.</small></p>	<p><small>OR</small></p> <p><small>Are under quarantine by a recognized health authority or have a sick family member with COVID-19 in your home.</small></p>
<p>AND</p> <p><small>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:</small></p>		
<p>REPORT</p>		
<p><small>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.</small></p> <p style="font-size: 2em; text-align: center;">1</p>	<p><small>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 Employee").</small></p> <p style="font-size: 2em; text-align: center;">2</p>	<p><small>You should not return to work until you:</small></p> <ul style="list-style-type: none"> • 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. <p style="font-size: 2em; text-align: center;">3</p>
<p>INFORM</p>		
<p><small>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.</small></p>		<p><small>Affected Employees should consult with their physician and follow the CDC's guidance for how to conduct a risk assessment of their potential exposure.</small></p>

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.