

## ALL EMPLOYEES:

Are you sick with COVID-19 symptoms?

### YES

- \* Do not come to work
- \* If you are currently working, go home
- \* Notify your supervisor ***immediately***
- \* Self-quarantine
- \* Plan on HR contacting you shortly.

### NO

- \* Come to work, or continue working
- \* Practice safe working

### Signs/Symptoms of COVID-19:

Fever or Chills

Cough, Fatigue, Headaches

Shortness of Breath, Difficulty breathing

Muscle or Body Aches, Sore Throat

New Loss of Taste or Smell,

Congestion or Runny Nose

Nausea or Vomiting, Diarrhea

Have you been exposed to someone who is suspected or has tested positive for COVID-19 in the last 14 days?

### YES

Do you have symptoms of COVID-19?

#### YES

- \* Stay home
- \* If you are currently working, go home
- \* Notify your supervisor ***immediately***
- \* Self-quarantine
- \* Plan on HR contacting you
- \* Notify HR as soon as you get your test results

#### NO

- \* Notify your supervisor ***immediately***
- \* Pre-screen before work
- \* Wear a mask
- \* 6' safe distancing
- \* Disinfect where you have been that others touch
- \* If you become sick, go home and follow above
- \* Notify HR as soon as you get your test results

### NO

- \* Come to work, or continue working
- \* Practice safe working

## **FOREMEN:**

### **If you have an employee that is sick with COVID-19 symptoms?**

- \* If they are home, have them stay home
- \* If they are currently working, have them go home ***immediately***
- \* Contact HR ***immediately***                      **copy PM on all transmissions**
- \* Make a list of all personnel that has been in close contact.
- \* **If the results come back positive, see below.**

### **If you have an employee that has been exposed, but is not symptomatic**

- \* Have that employee wear a mask
- \* 6' distancing
- \* Contact HR ***immediately***                      **Copy PM on all transmissions**
- \* Disinfect behind them
- \* Implement pre-screening process on exposed employee(s).

**\* If employee becomes symptomatic, remove from work immediately**

**\* Contact HR immediately                      Copy PM on all transmissions**

### **If you have an employee that has tested positive with COVID-19**

- \* Contact HR ***immediately*** and provide a list of all workers that have been in close contact with positive worker.
- \* Contact job PM. Work with PM to contact who we are contractually obligated to.
- \* If the job does not shut down, have exposed workers wear masks and implement daily pre-screenings
- \* Contact HR immediately if someone on the crew becomes symptomatic
- \* Disinfect areas of concern.

**PRE-SCREENING:**

- \* Employee's temperature daily prior to beginning of work
- \* Asymptomatic, daily monitoring with questions
- \* Send to HR daily
- \* Notify HR **immediately** if becomes symptomatic

**Date of Pre-Screening** \_\_\_\_\_

**Employee's Name** \_\_\_\_\_

**Temperature:** \_\_\_\_\_ **Time of Test:** \_\_\_\_\_

**Signs/Symptoms of COVID-19:**

**Fever or Chills** \_\_\_\_\_

**Cough, Fatigue, Headaches** \_\_\_\_\_

**Shortness of Breath, Difficulty breathing** \_\_\_\_\_

**Muscle or Body Aches, Sore Throat** \_\_\_\_\_

**New Loss of Taste or Smell,** \_\_\_\_\_

**Congestion or Runny Nose** \_\_\_\_\_

**Nausea or Vomiting, Diarrhea** \_\_\_\_\_

**Job Number & Job Name** \_\_\_\_\_

**Other:** \_\_\_\_\_  
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