

REQUIRED LOGS continued

3. **Confirmed Cases.** Employee with confirmed case or COVID-19 within 24 hours:
 - a. HR will contact the local public health department, and
 - b. HR will contact any co-workers, contractors, or suppliers who may have come into contact with a confirmed case.

ENVIRONMENTAL PROTECTIONS

1. An employee entrance will be assigned by the worksite supervisor to reduce the congestion at the main entrance. This could be the Main Entrance, if there is not an issue with congestion.
2. Increase distancing by spreading out workspaces where applicable.
3. Restrict water fountains.
4. Signs will be posted at employee entrance about personal hygiene by human resources.
5. Face coverings will be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace. Face coverings will be provided in the main office whenever possible, you should use the face covering you personally own.
6. Spit or sneeze shields/barriers will be provided in the main office for use by office staff.
7. Limit access to our buildings. We are encouraging telephone calls or Zoom/Google Meetings.
8. Increasing cleaning and disinfecting in buildings especially on high-touch surfaces and shared equipment.
9. Cleaning supplies available upon entry into buildings.

CONFIRMED CASE

Of employee in the workplace

1. Send home immediately. Instruct them to follow up with their medical professional.
2. Make a list of persons they've had contact within the last 2 days.
3. Notify your immediate supervisor and HR.
4. Notify local public health department and co-workers, contractors, or suppliers who may have come into contact with the infected person.
5. Temporarily close site for deep cleaning. We will follow recommendations of CDC, OSHA, and/or the cleaning service.

Employee Return to workplace

1. After 10 working days and symptom free, or
2. Two negative tests at least 24 hours apart.

ADDITIONAL INFORMATION

1. We are restricting business-related travel for employees to essential travel only.
2. We continue to offer remote work where it can be effectively done off-site.
3. We encourage employees to use face masks and hand sanitizer on public transportation.

