

The purpose of this document is to create a resource for our supervisors, safety staff, and managers in determining a team member's status prior to starting the work day. This document and guidance will be subject to change based on CDC guidelines, proclamations, and real-time data in a fluid situation.

Q. What is the threshold for “fever?”

A. The CDC defines this as >100.4 degrees F without using fever-reducing meds like Tylenol.

Q. What is meant by “difficulty breathing?”

A. Shortness of breath refers to a persistent symptom, not a short term condition caused by strenuous physical activity. If you woke up with shortness of breath or have experienced it in the last 72 hours during activities in which you normally would not have difficulty breathing, you must check yes and not report for work.

Q. How do we address seasonal allergies or someone who has a “smoker's cough?”

A. It should be taken into consideration whether someone has been suffering from seasonal allergies or has had a smoker's cough for an extended period. When determining whether someone can report for work, we are evaluating whether there has been a **change** in personal health over the last 72 hours. For example, if someone has demonstrated seasonal allergies or smoker's cough for the past three months, and the symptoms have not changed, the employee **should** be allowed to work. If an employee has seasonal allergies or a smoker's cough, we recommend that the employee use medicine to control symptoms as coughing draws significant attention in the current COVID-19 environment.

Q. What is “contact of a contact?”

A. Let's look at an example. “Bill” works for SMI, and his spouse is employed elsewhere. Bill's wife worked next to a person who tested positive for COVID-19. Bill's wife has no symptoms, and she has not been tested. Per our COVID-19 infection protocol Bill has “secondary exposure” and is **not** required to self-isolate.

Q. How do we manage a “contact of a contact” situation?

A. Please follow these guidelines:

- Keep the information you collect confidential.
- Look at the information. Identify facts. Ignore rumors. Verify and document what you learn.
- Information re: the third party is important, but keep your investigation focused on our employee.
- Follow the direction from our AWS/SMI Daily Pre-Check and COVID-19 Infection Protocol.
- In the example of “Bill” above as an example:
 - He would check “YES” for having himself or a household member in close contact with someone confirmed to have COVID-19. Contact Aaron Waugh or Mike Woodhead for guidance.
 - He would check “NO” for traveling outside his local area of residence.
 - He would check “NO” for symptoms.
 - He would check “NO” for having a temperature over 100.4 in the last 72 hours.
 - In this situation, Bill may continue to work based on his status as “secondary exposure”.

Q. What is “direct contact” and how do we determine it?

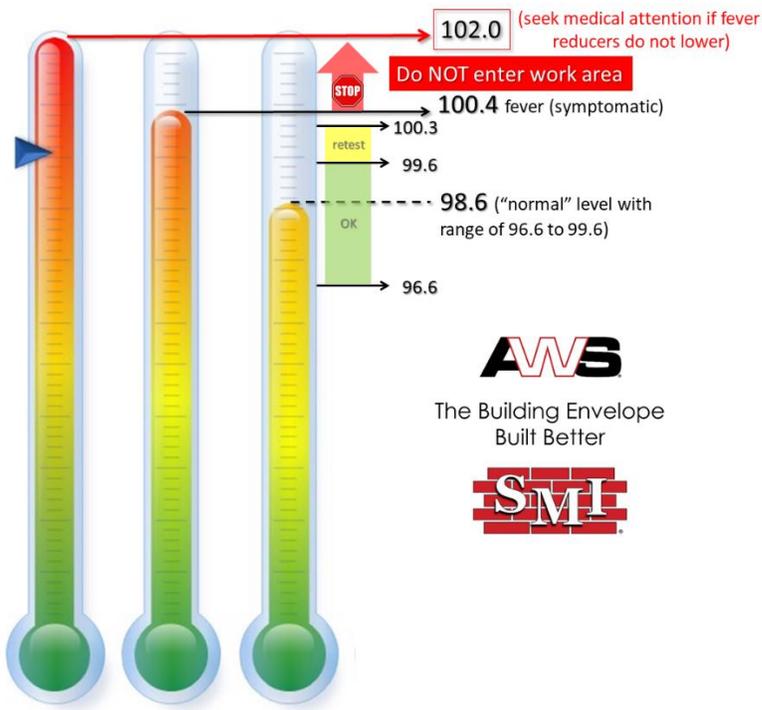
A. This is when an employee has direct and prolonged contact (within 6' for greater than 10 minutes) with an individual discovered to have COVID-19. If that is the case, the CDC states our employee should self-quarantine for 14 days. Here are a few examples of direct contact, secondary exposure, and tertiary exposure:

- Example #1. From our previous example, if Bill’s wife begins to exhibit symptoms, Bill then becomes a direct contact and should self-isolate for 14 days. Situations change quickly so it’s imperative to complete the form daily.
- Example #2. Assume that one of our team members was working on the same floor in a building where someone was later discovered to be positive. Our employee didn’t work in the same area as this person, but was on the same floor for a couple hours. Does our team member need to self-isolate? When evaluating, focus on time of exposure and proximity. In this case, our employee was **not** a direct contact because he/she was never within six feet of the person. He/she **may** go to work.
- Example #3. Our team member was at a retail business or office last week that has now shut down due to COVID-19. Can they come to work? In this case, we need more information before we can make an informed decision. Was the business shutdown due to a positive test?
 - If the business was not closed due to a positive test - our employee **may** go to work.
 - If there was a positive test – Did our employee have direct contact, and was the exposure more than just a few minutes? If yes, then our employee must self-isolate based on “primary exposure”. If no, the employee may go to work.

AS ALWAYS – IF YOU HAVE ANY QUESTIONS REGARDING ANY SITUATION PLEASE CONTACT:

AARON WAUGH (515) 202-6354
 MIKE WOODHEAD (402) 676-1414
 MARK GUETZKO (563) 529-2911

Daily Pre-Check Screening



AWS COVID-19 INFECTION PROTOCOL SMI

 <p>Primary Individual has been diagnosed with COVID-19.</p> <p>QUARANTINE INDIVIDUAL Follow directives of medical providers. Quarantine individual for 14 days and return with physician release AND documented negative COVID-19 test.</p> <p>NOTIFY Notify the following individuals: • Area Superintendent • Field Safety Trainers Aaron Waugh 515.202.6354 Mike Woodhead 402.676.1414 Mark Guetzko 563.529.2911</p> <p>CONTACT TRACING Identify team members who have been in close contact (inside 6' for more than 10 minutes) with the individual. Notify affected team members of potential exposure without naming employee – refer affected team members to “Direct Exposure” steps.</p> <p>CLEAN, DISINFECT OR QUARANTINE AREA Define affected areas on jobsite, in shop/yard, or office and: • Quarantine area(s) for three day minimum for self-sanitizing • Clean and disinfect area to reduce three day quarantine prior to returning to work.</p> <p><small>KEEP LINES OF COMMUNICATION OPEN</small></p>	 <p>Primary Symptoms/ Direct Exposure Team member(s) have been in direct contact with Primary Individual who has tested positive for COVID-19 - OR - presents symptoms of COVID-19 and is pursuing/awaiting test results.</p> <p>QUARANTINE Directly exposed Team Member(s) who were: • In CLOSE CONTACT with primary individual (within 6' for more than 10 minutes) will quarantine for 14 days after last contact • OR until a negative COVID-19 test result or clearance for duty for the Primary Individual is issued by a medical professional.</p> <p>NOTIFY Notify the following individuals: • Area Superintendent • Field Safety Trainers Aaron Waugh 515.202.6354 Mike Woodhead 402.676.1414 Mark Guetzko 563.529.2911</p> <p>CONTACT TRACING Identify Secondary Team Member(s) that practiced social distancing and maintained 6' from Primary Individual but were in close contact with Directly Exposed Team Member – refer to Secondary Exposure steps.</p> <p>CLEAN, DISINFECT, OR QUARANTINE AREA Define affected areas on jobsite, in shop/yard, or office and: • Quarantine area(s) for three day minimum for self-sanitizing • Clean and disinfect area to reduce three day quarantine prior to return.</p>	 <p>Secondary Exposure Twice removed contact. Secondary Team Member has been in contact with a Direct Exposure Team Member but not in contact with the Primary Individual.</p> <p>QUARANTINE - NO No quarantine. Secondary Team Member should monitor their own health and report if they begin to have symptoms.</p> <p>NOTIFY Notify the following individuals: • Area Superintendent • Field Safety Trainers Aaron Waugh 515.202.6354 Mike Woodhead 402.676.1414 Mark Guetzko 563.529.2911</p> <p>CONTACT TRACING Identify Tertiary Team Member(s) who were in close contact with the Secondary Team Member(s): • No notification of the Tertiary Team Member(s) is necessary</p> <p>NO FURTHER ACTION However, in the event this Secondary Team Member moves to a Direct Exposure position as a result of the Direct Exposed Team Member(s) testing positive for COVID-19 or presents with symptoms, then the Secondary Team Member(s) would quarantine for 14 days from last date of exposure to the Direct Exposed Team Member if they were in CLOSE CONTACT with the individual(s) in question (within 6' for > 10 minutes).</p> <p><small>CONTACT YOUR SUPERVISOR WITH QUESTIONS OR CONCERNS</small></p>
 <p>Tertiary Three times removed contact. Tertiary Team Member has been in contact with a Secondary Exposure Team Member.</p> <p>NO ACTION No action or notification necessary unless this employee moves to Secondary Exposure.</p>		
<p>Pre-Screen Temp Guidelines: IF YOU'RE SICK. STAY HOME. 96.6 to 99.6 degrees: “Normal Temp” range. Okay to enter work area. 99.7 to 100.3 degrees: Retest after 10 minute waiting period. 100.4 or greater: DO NOT ENTER work area. Off duty & return with doctor’s release. 102.0 or greater: SEEK MEDICAL ATTENTION if fever reducers do not lower temp.</p>		