

Managers/Supervisors COVID-19 Guide

[R7 07 July 2021]

This guidance document provides steps for Managers/Supervisors to take when they have an employee experiencing any of the following:

- Has COVID-19 symptoms
- Any employee who calls in to inform the site they are being tested for COVID-19
- Any employee who has been sent home or told to stay at home due to having CLOSE contact with a confirmed positive COVID-19
- Worker Travel Guidance Outside of Washington State Inside of the US
- Worker Travel Guidance Outside of the US (international travel)
- **NOTE:** When sending emails to (Mary Wright and Danee Pisarchuk) CONFIDENTIAL should be in the subject line of the drafted email.
- **NOTE:** Key information that should be in email:
 - Date employee is out.
 - Reason employee is out.
 - Is employee asymptomatic or symptomatic.
 - Date the employee was last on site.
 - Was a contact tracing form filled out and sent to (Mary Wright and Danee Pisarchuk)?
 - Areas if any needed to be cleaned.
 - Testing date (if employee is being tested)

Close Contact Definition

CLOSE contact: Someone **NOT** fully vaccinated who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

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Worker notifies supervision or Occupational Health that they have or may have symptoms related to COVID-19 and are staying home or has seen a doctor and directed to be tested for COVID-19.

Worker Interview

- INTERVIEW worker and document information using the **Contact Tracing Form**, to obtain the following information related to the 48 hours prior to reporting symptoms. This information will be used as the foundation should the worker report a positive test result.
 - Job assignments
 - ERO Team responsibilities
 - Work groups they came into close contact with
 - Workers they were in close contact with (6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period*)
 - For essential employees - if both employees were wearing a mask then close contact did not occur.
 - For non-essential employees – close contact will be considered to have occurred even if masks were being worn.
 - For all employees – close contact did not occur if fully vaccinated.
 - Work locations
 - Where they ate their meals
 - Computer workstations they used
 - Tools and equipment, they used
- Notify the worker to contact their supervision with test results.

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Notifications

- Affected work group Managers email (Mary Wright and Danee Pisarchuk) of worker health status.
- Affected work group Manager NOTIFIES Managers of other work groups that the worker came in close contact with in the 48 hours prior to exhibiting symptoms to allow those individuals to monitor for symptoms or seek testing if desired.
 - Work groups to consider: Security, Operations, Maintenance, RP, Chemistry, Engineering, Facilities, Site Support Contractors, Training
- Affected work group Manager email (Mary Wright and Danee Pisarchuk) with any updates regarding employee's status changes.

Disinfecting Areas

- Ensure area is regularly being wiped down by work groups as expected
- Contact Pandemic Response Team to determine if area should be disinfected per the following
 - The Management team will secure work areas, if possible, and notify the Pandemic Response Team so the cleaning can be requested

MAKE arrangements to close their work area ASAP, notifying Facilities and Commercial Engineering at x8455

 - NOTIFY employees (signage) in the area to stay out of the work area
 - FC&E will disinfect the areas based on details from the supervisor on areas of WHERE, WHEN, and WHO from the Worker Interview
 - IF the area is not maintained by FC&E, or it is afterhours, refer to Disinfecting Protocols on COVID-19 website
 - Upon completion, the area can be re-opened

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Worker notifies supervision or Occupational Health that they have tested positive for COVID-19.

Worker Interview

- INTERVIEW worker and document information using the **Contact Tracing Form**, to obtain the following information related to the 48 hours prior to reporting symptoms:
 - Job assignments
 - ERO Team responsibilities
 - Work groups they came into contact with
 - Workers they were in close contact with (6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period*)
 - For essential employees - if both employees were wearing a mask then close contact did not occur.
 - For non-essential employees – close contact will be considered to have occurred even if masks were being worn.
 - For all employees – close contact did not occur if fully vaccinated.
 - Work locations
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Notifications

- Supervisor notifies department manager or COVID-19 coordinator of the work health status

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- Affected work group Manager NOTIFIES (Mary Wright and Danee Pisarchuk) of worker health status
- Supervisor notifies (Mary Wright and Danee Pisarchuk) regarding badge requirements.
- Affected work group NOTIFIES Manager of work groups that the worker came in close contact with in the 48 hours prior to reporting symptoms
 - Work groups to consider: Security, Operations, Maintenance, RP, Chemistry, Engineering, Facilities, Site Support Contractors, Training
- Affected work group Manager CONTACTS (Mary Wright and Danee Pisarchuk) with any updates regarding employee's status changes.

Disinfecting Areas

- The Management team will secure work areas, if possible, and notify the Pandemic Response Team so the cleaning can be requested
- MAKE arrangements to close their work area ASAP, notifying Facilities and Commercial Engineering
- NOTIFY employees (signage) in the area to stay out of the work area
- FC&E will disinfect the areas based on details provided from the supervisor on areas of WHERE, WHEN, and WHO from the Worker Interview
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Contact Tracing

- Work groups who may have had close contact with affected worker, PERFORM contact tracing within their work group applying the CLOSE contact definition
 - UTILIZE a phone call tree or face-to-face communication to determine if workers in the department had contact with affected work

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- ASK workers for the names of workers they came in close contact within the exposure period (48 hours prior to report of symptoms)
- Worker's meeting the CLOSE contact definition will have the option of getting tested or quarantining for 14-days to ensure no symptoms emerge
- Workers who opt not to be tested but who came into close contact will need to quarantine for the 14-day period using supplemental leave pay or personal time until they meet the guidance for return to work
- Workers with positive results must quarantine until meeting the guidance for return to work
 - REPEAT this checklist for additional workers with positive results

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Worker notifies supervision or Occupational Health that they have had CLOSE contact with someone who has tested positive for COVID-19

IF worker meets the CLOSE CONTACT definition for coming in contact with a positive COVID-19 worker or worker with symptoms, THEN

REPORT testing results to (Mary Wright and Danee Pisarchuk)

COMPLETE and enter the checklist for a “Worker reporting COVID-19 symptoms”

SEND or have worker STAY home for 14-day self-quarantine.

NOTIFY (Mary Wright and Danee Pisarchuk) regarding badge requirements.

HAVE worker report status of any testing performed while under self-quarantine

IF worker has been on-site in last 48 hours THEN

- INTERVIEW worker and document results on the Contact Tracing Form, to obtain the following information related to the 48 hours prior to reporting symptoms:
 - Job assignments
 - ERO Team responsibilities
 - Work groups they came into close contact
 - Workers they were in close contact with (6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period*)
 - For essential employees - if both employees were wearing a mask then close contact did not occur.
 - For non-essential employees – close contact will be considered to have occurred even if masks were being worn.
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- Work locations
 - Where they ate their meals
 - Computer workstations they used
 - Tools and equipment, they used
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- Disinfect Work Area
 - The Management team will secure work areas, if possible, and notify the Pandemic Response Team so the cleaning can be requested
 - MAKE arrangements to close their work area ASAP, notifying Facilities and Commercial Engineering at x8455
 - NOTIFY employees (signage) in the area to stay out of the work area
 - FC&E will disinfect the areas based on details provided from the supervisor on areas of WHERE, WHEN, and WHO from the Worker Interview
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If employees plan domestic travel outside of Washington State, Oregon or Idaho, they should inform their immediate management so contingencies can be put in place in the event the employee is required to remain offsite for an extended period following the travel.

Employee Travel Guidance Outside of Washington State, Oregon, or Idaho (domestic travel inside of the US)

- Contact **(Mary Wright and Danee Pisarchuk)** regarding travel guidance measures.
- **NOTE:** There are **NO** travel restrictions for travel within Washington State or into Oregon or Idaho. Employees must be asymptomatic and meet EN screening criteria prior to returning to work.
 - Employees that are fully vaccinated who travel outside of Washington, Oregon or Idaho **DO NOT** need to quarantine **OR** be tested for COVID-19 upon return to site as long as they are asymptomatic.
 - Employees that are **NOT** fully vaccinated who travel outside of Washington, Oregon or Idaho must obtain a negative test result for COVID-19 **OR** quarantine for 10 days before reporting to work.
 - Employees are reminded that the general guidance regarding potential exposure to COVID-19 remains in the effect, and employees should immediately report to their management any close contact with an individual who is confirmed positive for COVID-19.

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If employees plan to travel outside of the US (international travel), they should inform their immediate management so contingencies can be put in place in the event the employee is required to remain offsite for an extended period following the international travel.

Employee Travel Guidance Outside of the US (international travel)

- Contact **(Mary Wright and Danee Pisarchuk)** regarding travel guidance measures.
 - Get tested 3-5 days after travel and stay home and self-quarantine for a full 7 days after travel.
 - Even if you test negative, stay home and self-quarantine for the full 7 days.
 - If your test is positive follow EN guidance for a positive person.
 - If you don't get tested, stay home and self-quarantine for 10 days after travel.
- Employees are reminded that the general guidance regarding potential exposure to COVID-19 remains in the effect, and employees should immediately report to their management any close contact with an individual who is confirmed positive for COVID-19.