

Employee Symptom Screening for Project Site Visits

R&W is concerned for your safety, the safety of your co-workers and the safety of our clients. We are monitoring the development of COVID-19 and in the interest of ensuring a safe and healthy work environment for all business conducted through R&W, we require that you complete this self-assessment before attending any R&W project site visits. This Self-Screening Protocol is in place to try and prevent sick or symptomatic employees from leaving their homes and increasing the likelihood of spreading the infection.

Date of Visit	
Project #	
Site Location	
Site Contact Name	
Site Contact email address or phone #	

- Meetings are to be held virtually unless approval is obtained by the project manager for an in-person meeting.
- Do any of the following or other identified common COVID-19 symptoms below apply to you?
 - Fever or chills
 - Cough
 - Shortness of breath/difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

If the answer is **YES to any of the above**, you must contact your supervisor. Do not come to work. The latest CDC guidance will be used to determine return-to-work and site visit eligibility

- Have you had physical exposure to a person suffering from any COVID-19 symptoms?

If you answer **YES**, please contact your supervisor prior to coming to work so that a determination can be made whether you should attend scheduled project site visits.

If the answer to all the above questions is NO: Please adhere to your work schedule and follow all company COVID-19 health and safety procedures, complete this form and return it to the R&W project manager for this site. A completed *Project Site Visit Health Assessment* form is required for all R&W employees attending a site visit and will be saved in each project folder by the R&W project manager of the visited project, until further notice.

I understand that it is my responsibility to immediately notify my supervisor if my responses to any of these answers change. Additionally, I understand that it is my responsibility to exercise the Infection Prevention Guidelines on the second page. I have read and understand these guidelines and recognize that it is my responsibility to contact my supervisor if I have any questions or concerns.

R&W Employee Signature	Date

Infection Prevention Guidelines for Project Site Work

COVID-19 EXPOSURE:

Employees are required to report all possible COVID-19 contact to Management. This includes any suspected cases of COVID-19 infection or exposure within the employee and guest population.

- If an employee is made aware of anyone who may be infected by COVID-19 or suspects that an exposure to COVID-19 has occurred, they are required to report this to their supervisor *immediately*.
- Supervisors who receive a report must *immediately* forward this information to Gregg Scholz.

SOCIAL DISTANCING:

Social distancing practices are required at all times. Employees are responsible to maintain 6' distances from others at all times. If social distancing is not honored by the project site staff, the employee should leave the site and report to the project manager immediately.

- Social distancing is to be maintained throughout all project site facilities.
- Project site meetings should only be attended by R&W employees if social distancing is maintained at all times. (Example: standing in a circle on the site with at least 6 feet of spacing between participants is an acceptable social distance meeting format)

HYGIENE PRACTICES:

Exceptional hygiene and the use of person protective equipment (PPE) is required for all project site work. This generally includes hand washing, the use of hand sanitizer, coughing/sneezing hygiene protocol, and the use of face coverings and gloves when applicable or required. The project manager will help determine necessary PPE.

- **ALL EMPLOYEES** are required to wash their hands regularly throughout the day. Handwashing should be done using soap and water for a minimum of 20 seconds. If an employee cannot wash their hands, alcohol-based hand sanitizer is an acceptable, though less-effective, alternative.
- Hand sanitizer will be available to take with you to a project site visit.
- Gloves should be worn when required for protection.
- Face covering is required indoors or outdoors whenever proper social distancing cannot be maintained or is questionable. Employees are expected to follow all State mandates for the location of the project site.