

COVID Expectations

7/6/2020

What's Expected

- Company must have a COVID prevention plan in place
 - Minimum requirements
 - Employee accountability (notify if; feeling ill, possibility of exposure) and stay at home
 - Social distances
 - Cleaning
 - Masks / face covering
 - Reporting confirmed case(s)
 - Effective tracing methodology and communications

What to Expect When at a TI Site

Arriving at TI:

You **MUST** go through a screening station. Wear a mask/ face covering answer questions, as well as acknowledge, and consent to having your temperature taken.

- Mask/face covering (Nose & Mouth) must be worn at all times inside the building
 - Unless eating, drinking
 - Outside if unable to maintain 6' distance
 - Ride sharing
- Social distances must be followed 6' apart
- Follow all posted signs
- Wash hands frequency / use hand sanitizer
- If any of the above cannot be met immediately notify your supervisor and TI sponsor

*Unless local ordinances require more stringent requirements

If a Member of Your Company TESTS Positive

Once you are made aware of a confirmed COVID-19 case, you must notify the TI sponsor within 4 hours and perform contact tracing by asking the following:

- To the best of your recollection, from two weeks before the symptoms began or you were diagnosed with COVID-19 until now, did you have close contact (within six feet of someone for 15 minutes or more) with anyone at TI?
Who? (List of names) When? Where?
- Have you been wearing a facial covering and socially distancing while at work?
- How/When do you believe you contracted COVID-19?
- Have you engaged in any non-work-related activities that may have exposed you to someone who has COVID-19 (e.g., activities involving close contact with others outside of your household)? [yes or no answer only do not ask further questions]
- Have you had close contact outside of the workplace with someone who has a confirmed case of COVID19? [yes or no only]
 - If no, no further questions
 - If yes, was the contact work-related? If no, no further questions
 - If yes, ask for details
- Do you live in the same household as anyone who works at TI (employee, contractor, vendor)? Who?
- Do you consent to share your name and confirmed status with the coworkers with who contact or do you want to remain anonymous?

When Can AI Return to Work

In the case of an employee or contractor who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met:

- At least 3 days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing medications)
- The individual has *improvement* in symptoms (e.g., cough, shortness of breath)
- At least 10 days have passed *since symptoms first appeared*

Or:

- If the employee or contractor has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

* Individuals that came in contact with AI must of self-quarantine for 14 days.

Tools and Validation

- [Center for Disease Control](#)
- [World Health Organization](#)
- [State Department](#)

Conformance Matrix

Prevention Measures	Required While Working at TI	What	Employees Trained	Performed at Suppliers Work Place	If Not, Compensatory Measure	Documented Process	Training Available
Social Distances	YES	<p>Does the company enforce social distancing? Social distances refers to the practice of keeping space between yourself and others to reduce the chance of contact with those who knowingly or unknowingly carry an illness.</p> <p>To help stop the spread of coronavirus, health officials recommend avoiding large gatherings and maintaining a distance of 6 feet from other people</p>		Demonstrate			
PPE	YES	<p>Does the company require face coverings? CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain.</p> <p>CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.</p> <p>If using reusable masks – how often are they cleaned</p>		Demonstrate			
Cleaning Practices	Yes	<p>What frequency and type of cleaning process. Cleaning helps to protect the spread. CDC suggests employers create a general framework for cleaning and disinfection practices.</p> <p>How do you ensure equipment and supplies are clean and sanitized</p> <p>Describe disinfection using EPA-approved disinfectants against COVID-19</p>		Describe your process			
Contract Tracing	YES	Employer has a process in-place to perform contract tracing - identify individuals who came in contact with AI		Demonstrate			
Training and Education	YES	Describe the method to train and communicate with employees		Describe			
Screening	Yes	Supplier consents to having their temperature taken and answer screening questions		Consent			