

Subject: Protecting Ourselves From Coronavirus
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THE HANFORD SITE

Protecting Ourselves From Coronavirus

Over the past several days, the Emergency Operations Center (EOC) Shift Office has issued multiple updates through the Hanford mobile app about actions taken at the worksite when an employee reports they are ill and/or have tested positive for COVID-19. At this time, we have not received any notifications of positive test results of any employees.

The Department of Energy and its contractors recently issued, to their respective employees, procedures detailing the process followed when an employee becomes ill. When we receive notification that an employee has been medically directed to self-quarantine AND has been tested for COVID-19:

- The supervisor notifies the EOC Shift Office for actions.
- Rather than wait for actual test results, we immediately make appropriate notifications per the checklists included in the app, including working with the Benton-Franklin Health District (BFHD).
- If needed, we temporarily assign other employees located in the same building/work area as the affected employee to an alternate work location.
- We ensure the primary work area of the ill employee is cleaned and disinfected.
 - BFHD performs contact tracing, as outlined on its [website](#).

We are asking that all Hanford Site workers verify your work and personal contact information in the Hanford Site personnel or locator system, including primary Hanford Site work location and cell phone number for telecommuting. It is imperative that this data is accurate to ensure timely responses and notification.

If we receive notification of a confirmed positive COVID-19 test result, we will notify the workforce and take necessary precautions to safeguard fellow workers.

Meanwhile, we continue to take active measures to protect the Hanford workforce against potential exposure to the virus. Recent protective actions include:

- Holding a daily meeting with Hanford Site leadership (utilizing various means, i.e. teleconference to maintain social distancing) to discuss the situation and identify necessary actions
- Increasing frequency and depth of cleaning at site facilities
- Encouraging flexibility in scheduling and use of paid and unpaid time away from work

- Reducing in-person meetings and implementing greater use of teleconferences
- Instituting social-distancing guidelines
- Implementing telework policies (which varies by employer)
- Cancelling training classes
 - Cancelling travel that is not mission critical

Remember, HPMC Occupational Medicine Services (OMS) is not a primary care facility. Do not re are ill with respiratory symptoms or fever. If you feel sick, leave work immediately, and contact yo provider. You may consult the HPMC OMS [webpage](#) for additional resources.

Please use care during this challenging time. Watch out for yourself, your coworkers and your fami weather this pandemic by staying vigilant, remaining flexible and taking prudent steps to protect ou others.

