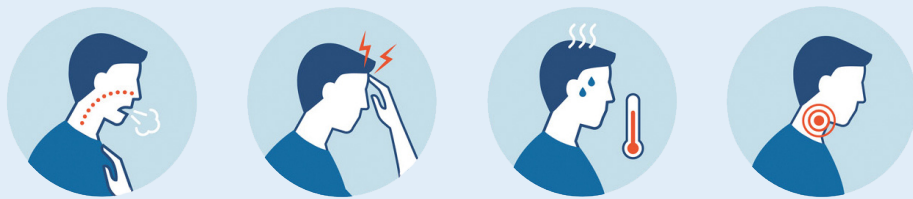


As we continue to work to overcome the global pandemic, remember there are a number of actions we can take to curb the spread of disease.

## Daily health

- Monitor your daily health prior to leaving for work each day. If you're sick, stay home. Notify your manager. Contact your doctor.
- Ask yourself if you have an elevated temperature or COVID-related symptoms. These include:
  - Cough
  - Shortness of breath
  - Difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - Sore throat
  - Chills
  - Nausea or vomiting
  - Diarrhea
  - Congestion or runny nose
  - New loss of taste or smell



- If you can't check your temperature before work, use thermal scanners provided at the job site.
- [Wash your hands thoroughly and frequently](#), and use alcohol-based hand sanitizer between washings.
- Cover coughs and sneezes.
- Face coverings are required on-site at all times, except when working alone or eating.
- Keep hands away from your mouth, nose and eyes to avoid transferring germs.
- Maintain 6 feet physical distance as much as possible.

## Workplace modifications

- While many workers have been away from the job site, we have worked to ensure a safe workplace for your return. Modifications include:
  - Installation of Plexiglas shields and cubicle wall extensions
  - Gathering places - like change trailers, lunchrooms and conference rooms - have been reconfigured to promote 6-foot social distancing and posted for maximum COVID occupancy.
- Use technology to limit face-to-face meetings.
- Maintain regular cleaning practices, with a focus on high-touch areas. Wipe down surfaces after use.
- Minimize the time spent in proximity to one another. Spread out whenever possible, including at lunch and during breaks.
- Refrain from sharing phones, desks, offices or work tools with co-workers.



## Illness & COVID-19 testing

### At work

- If you feel ill, notify your manager right away, especially if you begin experiencing potential COVID-19 symptoms.
- Then, contact HPMC at 376-8378 (376-TEST) for evaluation/instructions.
- If HPMC is unavailable, contact your personal doctor.
- If you believe you've been exposed to the virus - even if you're asymptomatic - contact your manager, then call HPMC.
- If you have been tested or intend to be tested, isolate yourself immediately from co-workers, contact your manager, then call HPMC.

### At home

- If you get sick at home or while teleworking, do not report to the work site, contact your manager, and call HPMC. You may continue teleworking, if your condition permits.
- Contact your personal health care professional for evaluation.

### Quarantine

- If, after a test, you are told to [quarantine](#), notify your manager and provide copies of all documentation to your human resources representative, including verification of who directed you to quarantine, and the time and date of the test.
- If the test was conducted by a personal physician, contact HPMC with all test results and isolation/quarantine direction.

### High risk

- [If you are at high-risk as outlined by the Centers for Disease Control](#), and your position is non-portable, reach out to your manager and human resources to discuss accommodations.

### Ride sharing

- Minimize the use of ride sharing. If you are in a car or van pool, consider alternate arrangements. Otherwise, maintain maximum distance between occupants, wear masks and avoid using the recirculated air option for the car's ventilation while traveling. Instead, use the car's vents to bring in fresh outside air and lower the car windows.

### Return to work

We have brought workers back to the site in a measured, methodical manner to ensure worker safety and health. We continue to work closely with the Department of Energy and other Hanford contractors to evaluate the guidelines from federal, state and local agencies to determine our next steps.

With more individuals back on site, we are seeing a spike in traffic. Please remember to follow posted speed limits, avoid distractions and watch out for other drivers.

When it comes to safety, you and your co-workers provide the first line of defense. There is no better way to slow the spread of disease than collectively observing the established controls - at home, at work and in our community.

Reference TFC-MD-156 for further guidance.