



**THE BELT RAILWAY COMPANY OF CHICAGO**  
*Office of the Engineering Department*

**ENGINEERING NOTICE**  
**#20-EN004**

**March 16, 2020**

**To: All Concerned**

**Subject: Coronavirus – Employee Safety**

**SAFETY IN THE WORKPLACE - GUIDANCE FOR EMPLOYEES - SICK REPORTING  
MANAGEMENT 3/16/2020**

Should you experience signs or symptoms of feeling ill please report this to your assigned mark-off reporting manager or supervisor.

This would include runny nose, fever 100.4 degrees F, cold or flu like symptoms or respiratory distress.

**Best Practice:**

Practice maintaining 6 feet away from each other in the workplace and community. This is to minimize someone near to you spreading the virus to you or you to them. Some individuals can test positive but not exhibit ANY symptoms. Symptoms may or may not develop in these individuals. Some people have mild symptoms, or some can exhibit more severe or even life-threatening symptoms.

*If you have been near someone who has tested positive for Covid-19, if you have tested positive for Covid-19 OR if you are experiencing symptoms of a cold or the flu:*

**SEEK MEDICAL CARE:**

**Contact your primary care physician by telephone and they will advise you how to proceed medically.**

- 1.** Report symptoms or known exposure to your mark-off reporting manager or supervisor.
- 2.** In the event you have a fever of 100.4 degrees F, along with cold/flu like symptoms or respiratory distress, you should plan to self-quarantine for 14 days. This means isolating yourself to your home, or an area of your home if there are other family members present.
- 3.** If you have a job that can be conducted fully or partially from home and you feel well enough to do so, you may have the option to perform this work from home. This will be discussed with you and your manager.

**4. Remember Frequent Hand Washing.** This cannot be stressed enough. Hand sanitizer is an available option if soap and water are not available in the moment. **Hand Washing is the GOLD STANDARD.**

Washing your hands for 20-30 seconds with a brisk motion, lathering up the soap, washing all surfaces of the hand and between the fingers is a must.

Remember caring for ourselves in the recommended manner will help to keep everyone safer.

Michael J. Grace  
President

Engineering Notices in Effect:

2018	001, 002, 003, 004, 005, 006, 009
2019	001, 002, 003, 004, 005, 006, 007, 008, 009, 010, 012, 013
2020	001, 003