



THE BELT RAILWAY COMPANY OF CHICAGO

Office of the Engineering Department

ENGINEERING NOTICE #20-EN007

Effective 0001, Tuesday, April 14, 2020

To: All Concerned

Subject: COVID-19 GUIDANCE FOR EMPLOYEES – Guidance for Employees Living with Healthcare Workers – (ENGINEERING)

The BRC, in its efforts to minimize risk of transmitting COVID-19 among its employees and the larger community, is issuing the following guidance for those employees who may live with a healthcare worker. Healthcare workers are generally at a higher risk of contracting COVID-19, particularly if their job duties require them to come into contact with COVID-19 patients. Accordingly, the BRC is recommending that employees who live with healthcare employees take the following precautions daily as instructed by the Centers for Disease Control (CDC). These guidelines can be found on the CDC website <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>. These guidelines can be found in the Centers for Disease Control Publication "Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19."

The guidelines largely reflect the same practices which have been in effect at the BRC for the past month, but do add some additional precautions, such as employee pre-screening and wearing of face masks while at work. The guidelines are as follows:

- **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.

- **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

Employees who take their temperature prior to their shift who have a temperature higher than 100 degrees Fahrenheit should call their supervisor to report and request further instructions.

These additional precautions will help protect against further transmission of COVID-19 while still allowing the BRC to protect its service commitments to its customers. Please feel free to reach out to your applicable department manager, Belt’s Human Resources Department, or the COVID19info@beltrailway.com email account with any additional questions.

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, 004, 005, 006, 007