

# The Belt Railway Company of Chicago



## **COVID-19 GUIDANCE FOR EMPLOYEES – Best Practices to Remain Safe during COVID resurgence in North America – November 2020**

To All BRC Employees:

Illinois continues to see a rise in COVID-19 cases within the past month. The key to combatting this trend is the continued vigilance of all BRC employees to take efforts designed to keep ourselves, our co-workers, and our families safe.

Working to reduce the rate of virus transmission takes a few essential steps on the part of everyone at the Belt:

### **Social Distancing**

Close contact with others, especially while eating, can provide an environment where it is easy for the virus to spread. Keep your distance.

Maintain the recommended 6-foot separation from others to help reduce the risk of spread. Limit the time of your interactions, the longer the time, the greater the risk.

### **Mask Requirement**

Since July 17th, The BRC has required that all employees wear masks while on the property, and when social distancing cannot be maintained.

Employees are encouraged to wear masks as much as possible, given the ability of a mask to help stop the spread of the virus to others effectively.

Even if someone has COVID-19, and does not know it, the use of a mask will help to reduce the risk to others. This may protect not only your co-workers, but others they care for at home.

Masks are new in our society, and it can be easy to forget to have one. One recommendation is to place a "Go-Kit" in your vehicle with spare masks and antibacterial wipes, so it is available when needed.

### **Hand Washing**

Regular and thorough hand washing for 20 seconds is sufficient in many instances to kill COVID-19 bacteria. Practice counting to ensure that the sufficient time is taken and wash often.

### **Home Safety**

COVID-19 prevention is important at home as well. Try to avoid crowded places and indoor gatherings where masks are not in use both with your family and with others. Wear a mask regularly.

When you are out in public wear a mask, wash your hands often, and maintain social distancing. Limit gatherings with others, it's a temporary solution that will help the long term problem.

If someone is diagnosed as COVID-19 positive at home, contact your supervisor. The Centers for Disease Control (CDC) has guidance on how to help them, and keep yourself safe.

### **If You Get Sick**

Between COVID-19 and flu season it is easy to get sick. When it happens, the best advice is to notify your supervisor, who will confer with BRC's independent medical consultant. You will likely be instructed to STAY HOME, rest, drink fluids, and take a test to verify whether or not you have contracted COVID-19. If symptoms develop or worsen contact your health care provider and then notify your supervisor after you have contacted your health care provider. If you test positive, notify your supervisor, and stay home as per your health care provider's instructions until you are able to return to work.

### **Final Thoughts**

This virus has created a difficult time for everyone. It's disruptive, aggravating, and potentially dangerous. Yet, on the BRC we are all railroaders, and we come through many difficult challenges together, making each day better than the last.

It's not easy, but we rise to the challenge every day and we achieve success. The situation we face today is no different, and I am confident that we can keep ourselves, our families, and our workplace safe if we continue to work as a team.

Sincerely,

Michael J. Grace

President