

# The Belt Railway Company of Chicago



## COVID-19 GUIDANCE FOR EMPLOYEES – Guidelines for Employees Returning from Out of State Travel

To All BRC Employees:

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 travel out of state while certain states and countries are experiencing an increase in COVID-19 cases.

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

Employees must disclose any COVID-19 symptoms to their Supervisor or Human Resources.

A potential wide range of symptoms have been reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Where employees engage in discretionary travel to the following locations, they must ensure that they comply with COVID-19 Prevention Requirements:

- Any international/overseas destination
- Alabama
- Arkansas
- Arizona
- California
- Florida
- Georgia
- Idaho
- Louisiana
- Mississippi
- North Carolina

- Nevada
- South Carolina
- Tennessee
- Texas
- Utah

**COVID-19 Prevention Requirements:**

- Assess for elevated temperature or symptoms prior to coming to work for the 14 days following return from vacation; if you suspect you may have symptoms report to your supervisor and await further instructions prior to coming to work.
- Practice effective social distancing at all times. Maintaining 6 feet distance between persons whenever possible.
- Wear a face covering whenever social distancing cannot be achieved, or as additionally required by individual local or state regulations.
- Wash hands frequently in accordance with CDC Guidelines.

**Additional Employee Instructions:**

Employees returning from travel and needing to quarantine under individual local regulations, must report this fact to Human Resources, prior to reporting for work.

Circumstances involving employee self-quarantine will be handled on a case by case basis to ensure compliance with all applicable regulations, and to ensure the BRC workforce is protected.

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](mailto:COVID19info@beltrailway.com) email account with any additional questions.

Sincerely,

Michael J. Grace

President