



## Confirmed or suspected COVID-19 case policy

### Bechtel controlled construction work sites, offices, and facilities

Nothing in this guidance document is intended to circumvent or otherwise contradict requirements established by an Authority Having Jurisdiction (AHJ) within a country or region of operations.

#### Definitions:

- **Symptoms Consistent with COVID-19:** The U.S. CDC identifies the following symptoms of COVID-19:
  - » Cough
  - » Shortness of breath or difficulty breathing
  - » Fever
  - » Chills
  - » Muscle pain
  - » Sore throat
  - » New loss of taste or smell
  - » Gastrointestinal symptoms like nausea, vomiting, or diarrhea
- **Confirmed COVID-19 Case:** A confirmed COVID-19 case is any person who has received a positive laboratory test result for COVID-19.
- **Suspected COVID-19 Case:** A suspected COVID-19 case is any person exhibiting any one of the symptoms consistent with COVID-19.

If an AHJ identifies additional symptoms, offices or projects may use the additional symptoms identified by the AHJ along with those identified above.

#### Bechtel Policy:

- **Required Reporting:** A failure to report as required below may result in disciplinary action, up to and including termination.
  - » **Confirmed COVID-19 Cases:** All employees are required to notify their supervisor or ES&H representative if they are a confirmed COVID-19 case. This ensures that Bechtel is able to identify employees who have been in close contact with the confirmed COVID-19 case pursuant to its Contact Tracing & Close Contact with Confirmed or Suspected COVID-19 Cases Policy.
  - » **Suspected COVID-19 Cases:** All employees are required to notify their supervisor or ES&H representative if they are a suspected COVID-19 case. This ensures that Bechtel is able to identify employees who have been in close contact with the suspected COVID-19 case pursuant to its Contact Tracing & Close Contact with Confirmed or Suspected COVID-19 Cases Policy.
    - **Laboratory Test Results for COVID-19:** Suspected COVID-19 employees who are subsequently tested for COVID-19 are required to notify their supervisor, ES&H representative or HR representative of their test results, whether positive or negative, and provide documentation of a negative laboratory test result. This ensures that Bechtel is able to update the mitigation measures applicable to the



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suspected COVID-19 case and other employees who were in close contact with the suspected COVID-19 case pursuant to its Contact Tracing & Close Contact with Confirmed or Suspected COVID-19 Cases Policy. Documentation of the negative laboratory test result shall be provided to the appropriate HR representative for filing in the employee's parallel personnel file.

- **Self-Quarantine & Return to Work Timing:** All employees who are confirmed or suspected COVID-19 cases will be informed verbally of the mitigation measures applicable to them and when they will be permitted to return to work. After verbal notification and review, the employee shall be provided the completed Confirmed or Suspected COVID-19 Case Mitigation Measures Form and be required to acknowledge its receipt. **See Annex 1 Confirmed or Suspected COVID-19 Case Mitigation Measures Form.** The acknowledged Confirmed or Suspected COVID-19 Case Mitigation Measures Form shall be provided to the appropriate HR representative for filing in the employee's parallel personnel file. The applicable mitigation measures and return to work guidance is as follows:
  - » **Confirmed COVID-19 Cases:** All employees who are confirmed COVID-19 cases shall self-quarantine for 14 days, and may return to work only after:
    - the 14-day self-quarantine period has elapsed; and
    - they are symptom free; and
    - they present a medical clearance to their supervisor, ES&H representative or HR representative.
  - » **Suspected COVID-19 Cases:**
    - **Who Are Not Subsequently Tested for COVID-19:** All employees who are suspected COVID-19 cases and are not subsequently tested for COVID-19 shall self-quarantine for 14 days, and may return to work only after:
      - the 14-day self-quarantine period has elapsed; and
      - they are symptom free.
    - **Who Subsequently Test Positive for COVID-19:** All employees who are suspected COVID-19 cases and subsequently test positive for COVID-19 shall self-quarantine for 14 days, and may return to work only after:
      - the 14-day self-quarantine period has elapsed; and
      - they are symptom free; and
      - they present a medical clearance to their supervisor, ES&H representative or HR representative.
    - **Who Subsequently Test Negative for COVID-19:** All employees who are suspected COVID-19 cases and subsequently test negative for COVID-19, may return to work immediately if:
      - they provide documentation of the negative laboratory test result to their supervisor, ES&H representative or HR representative; and
      - they are symptom free.
- **Contact Tracing Interview:** All employees who are confirmed or suspected COVID-19 cases are required to participate in a contact tracing interview pursuant to Bechtel's Contact Tracing & Close Contact with Confirmed or Suspected COVID-19 Cases Policy.



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## ANNEX 1: Confirmed or suspected COVID-19 case mitigation measures form

<input type="checkbox"/> PHONE NOTIFICATION	DATE / TIME: ____/____/____ at ____ a.m. / p.m.		
<input type="checkbox"/> IN-PERSON NOTIFICATION	NOTIFIER:		
Employee Name:		Employee Title/Position:	
Badge No:		Phone No:	
Work classification: <input type="checkbox"/> Field Non-Manual <input type="checkbox"/> Craft <input type="checkbox"/> Office			
Place of work:			
Employee is: <input type="checkbox"/> a confirmed COVID-19 case <input type="checkbox"/> a suspected COVID-19 case			

Self-Quarantine & Return to Work (check appropriate box)	<input type="checkbox"/> As a confirmed COVID-19 case, you shall self-quarantine for 14 days, and may return to work only after: <ul style="list-style-type: none"> <li>▪ your 14-day self-quarantine period has elapsed (i.e., after [insert end date here]); and</li> <li>▪ you are symptom free; and</li> <li>▪ you present a medical clearance to your supervisor, ES&amp;H representative or HR representative.</li> </ul>
	<input type="checkbox"/> As a suspected COVID-19 case, you shall self-quarantine for 14 days, and may return to work only after: <ul style="list-style-type: none"> <li>▪ your 14-day self-quarantine period has elapsed (i.e., after [insert end date here]); and</li> <li>▪ you are symptom free.</li> </ul>

Notice to Suspected COVID-19 Cases Who Are Subsequently Tested for COVID-19	Suspected COVID-19 employees who are subsequently tested for COVID-19 are required to notify their supervisor, ES&H representative or HR representative of their test results whether positive or negative.
	<ul style="list-style-type: none"> <li>▪ All employees who are suspected COVID-19 cases and subsequently test <u>positive</u> for COVID-19 shall self-quarantine for 14 days, and may return to work only after:           <ul style="list-style-type: none"> <li>» the 14-day self-quarantine period has elapsed; and</li> <li>» they are symptom free; and</li> <li>» they present a medical clearance to their supervisor, ES&amp;H representative or HR representative.</li> </ul> </li> <li>▪ All employees who are suspected COVID-19 cases and subsequently test <u>negative</u> for COVID-19, may return to work immediately if:           <ul style="list-style-type: none"> <li>» they provide documentation of the negative laboratory test result to their supervisor, ES&amp;H representative or HR representative; and</li> <li>» they are symptom free.</li> </ul> </li> </ul>

Receipt and Acknowledgement:	I have read and been informed about the content, requirements, and expectations of Bechtel's Confirmed or Suspected COVID-19 Case Policy and how it applies to me as reflected in this Confirmed or Suspected COVID-19 Case Mitigation Measures Form. [This form may also be acknowledged by responding to the email in which it was sent with the language above.]
	Employee Signature: _____ <div style="text-align: center;">[Insert Employee Name]</div> Date: _____