

BAC COVID-19 Process for Symptomatic or Positive Employee Report

Effective: 26 August 2020

Below are the steps members of our team follow in the event of an employee displaying the symptoms of and/or testing positive for COVID-19. Each of these steps are critical to enabling BAC to take swift, appropriate actions to minimize potential risk for our employees, guests, participants and operations.

All Employees

If an employee receives a positive result to a COVID-19 test or develops the symptoms of COVID-19:

- DO NOT REPORT TO WORK
- Immediately notify their direct supervisor via phone or email that the employee will be out sick. *Employees do not have to share with the supervisor that they have tested positive, simply that they are sick and will be contacting HR.*
- Next, contact Keisha Greene in HR at 321-632-8610 ext. 215 or email covid19@bacbrevard.com to outline the situation and receive appropriate next steps.

Supervisors

If an employee reports that they are sick or if they choose to share that they have had a positive result to a COVID-19 test, supervisors will:

- Inform employee not to report to work or if they are at work, send them home immediately.
- Not share the individual's name or information related to the situation with other BAC employees or customers and maintain confidentiality of information shared.
- Immediately send an email to covid19@bacbrevard.com to report the situation, including the employee name and contact information. For any additional support, contact Melissa Cadle, Safety Manager at 321-408-9262. If she is not available to take the call, contact Summer Bayer as her alternate at 321-505-1559.
- Wait for additional direction from HR and/or Safety as to next steps in communication, cleaning, etc.

Safety Manager

Once alerted of the situation, the Safety Manager or alternate will:

- Alert the COVID Response Team (Select members of HR, Safety, Work Comp) by emailing details of incident to covid19@bacbrevard.com
- Based on information from the Supervisor and/or HR, alert the affected employees VP and/or Manager to vacate all other employees from shared workspaces, as applicable.

- Alert Facilities Manager or Site Project Manager to trigger additional cleaning and disinfecting of any impacted areas of the facility in accordance with CDC guidelines.
- Begin additional contact tracing of the COVID-19 positive or symptomatic team member. This step allows the Safety Manager or alternate to further determine if there was direct contact with other employees.
 - If direct contact/direct exposure* is confirmed, those employees will be personally contacted as quickly as possible with next steps which may include self-quarantine *DIRECT EXPOSURE AS DEFINED BY THE CDC: WITHIN 6 FEET FOR 15 MINUTES OR MORE WITH THE COVID POSITIVE INDIVIDUAL*.
 - Unless an employee is directly contacted by the Safety Manager, we do not believe employees have had direct exposure to the team member who tested positive for COVID-19.
- Report findings of prior steps to covid19@bacbrevard.com to alert COVID Response Team.
- Alert Susan McGrath/Community Relations at smcgrath@bacbrevard.com to prepare and send general facility-wide communications to all employees of the impacted facility.
- For non-Rockledge based sites: Safety will contact Contract Site Operations Manager and update on status; they will then together communicate with Site PM to brief on status.
- File an Incident Report following normal procedures for all incidents related to COVID-19.

Human Resources

Upon receipt of report from employee, the HR team will:

HR Coordinator/Summer (or alternate)

- Interview the affected employee
- Conducting contact tracing
- Complete Incident Report
- Determine the LOA isolation timeframe
- Alert Supervisor/Manager of the employee status of LOA
- Interview at end of proposed LOA and confirm return to work status
- Alert Supervisor/Manager of clearance to return to work

HR Administrator/Keisha

- Begins the administrative portions of the LOA process based on timeframe provided by Summer (or alternate)
- Alerts VP of HR/Jo Hughes of the incident and location of employee

Facilities

Upon receipt of report from Safety for the Rockledge facility, the Facilities team will:

- Close the office or workspace of the impacted employee for 24 hours. Following this period, Facilities staff will then clean and disinfect the office or workspace regardless of when the individual was in the facility most recently. Other areas will also be cleaned and disinfected as identified by the Safety Manager which may also have direct exposure from the impacted individual.
- Other general areas requiring cleaning may not need to wait the 24 hours before cleaning.
- Cleaning and disinfecting of an area will include all surfaces, items and touch points. The misting system with approved chemicals in impacted areas and the wiping down of surfaces where appropriate using other approved disinfectants will be utilized.

Administration

Upon receipt of the completed incident report, the Administration team will:

- Workers Compensation Coordinator/Jessica will be kept informed of the incident details for workers comp interview process/report completion, if needed.
- Administration VP alerts Senior Leadership team that a positive case has been reported, sharing only the impacted location, upon receipt of IR.

Communication

Upon receipt of alert from Safety of the need for general facility-wide communications to all employees of the impacted facility, Community Relations VP will:

For Rockledge facilities –

- CR/VP triggers email to all managers via the “Leadership Team” distribution list that a positive case has been reported and that a general facility-wide communication to all employees of the impacted facility will be sent within an hour. This allows managers time to prepare their supervisor teams in case of questions or concerns.
- CR/VP triggers general facility-wide alert email to all Rockledge employees via the “All Staff – Rockledge” distribution list.

For Contract Sites –

- CR VP will prepare a general facility-wide communication to all employees of the impacted site.
- HR will duplicate general communication and forward to the Site PM for distribution to all employees.