

JOBSITE COVID-19 CONFIRMED CASE, PRESUMED CASE, OR “CLOSE CONTACT” CHECKLIST

| | |
|--------------------------------|-----------------------|
| Company Name: | Location: |
| Company Representative: | Incident Date: |
| Incident Description: | |

| TASK NO. | COMPLETED | TASK | ASSIGNED TO & DATE | COMPLETED BY & DATE |
|----------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|
| 1 | | Verify validity of any COVID-19 confirmed case, presumed case, or “close contact” directly from the source. Maintain 6’ social distancing radius and speak directly to the person who is reporting a confirmed case. | | |
| 2 | | Contact the company Safety Manager, HR Manager, or company main contact. Adhere to HIPAA rules by divulging employee medical information only on a “need to know” basis and all personal employee information is to be kept secure. Report confirmed findings. | | |
| 3 | | Notify employees, Owner, GC, subcontractors, vendors and other business partners of potential exposure. | | |
| 4 | | Contain office, equipment, trucks, and machinery that the individual may have had contact. | | |
| 5 | | Determine date of individual’s last visit to the jobsite. | | |
| 6 | | Trace individual’s movement through the jobsite over the prior 14 calendar days. | | |
| 7 | | Prepare a list of individuals who may have had “close contact” and advise them to self-quarantine and to monitor symptoms. Adhere to HIPAA rules by divulging employee medical information only on a “need to know” basis and all personal employee information is to be kept secure. | | |
| 8 | | Reissue company safety protocols, processes and procedures to staff and craft members. | | |
| 9 | | Review company safety protocols at every meeting including toolbox meetings, safety meetings, staff meetings, etc. | | |
| 10 | | Advise employees who do not believe their exposure meets the definition of “close contact” to self-observe for the next 14 days and notify their supervisor immediately if they begin to feel sick or show symptoms. If an employee begins to feel sick or shows symptoms IMMEDIATELY BEGIN AGAIN WITH STEP 1. | | |
| 11 | | Clean affected facilities, vehicles, and/or equipment. Follow the company guidelines for viral containment cleanup. | | |

Got questions? Visit us at stmooreinsurance.com or contact us:

Jared Layel
jared@stmooreinsurance.com
(909) 809-0866 (c)

Amy Vasquez
amy@stmooreinsurance.com
(909) 800-6010 (c)

Chris Moore
chris@stmooreinsurance.com
(951) 313-3998 (c)

