



## Contact tracing & close contact with confirmed or suspected COVID-19 cases

### 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.

- **Close Contact** is considered to have occurred when:
  - » Living in the same household with a person who is a confirmed or suspected COVID-19 case
  - » Caring for a person who is a confirmed or suspected COVID-19 case
  - » Close face-to-face or touching contact with a person who is a confirmed or suspected COVID-19 case
  - » Being in direct contact with secretions or bodily fluids from a person who is a confirmed or suspected COVID-19 case
  - » Being within 6 feet of a person who is a confirmed or suspected COVID-19 case for a prolonged period of time
- **Contact Tracing:** The identification of, and follow-up with, persons who have been in close contact with a confirmed or suspected COVID-19 case. The period of time for contact tracing will include the 48 hours (2 days) prior to when the confirmed or suspected COVID-19 case started exhibiting symptoms. **See Annex 1 Contact Tracing Interview Questions. See also Annex 2 Close Contact Notification & Mitigation Measures Form**



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- **Close Contact Workplace Precautions:** The following actions shall be applied to employees identified as having close contact with a confirmed or suspected COVID-19 case who are allowed to continue working, per the below policy, provided they remain asymptomatic:
  - » **Pre-Screening:** Bechtel will measure the employee's temperature and ask the employee to declare whether exhibiting symptoms consistent with COVID-19 prior to them starting work. **See Annex 3 Declaration of Symptoms Form.** Ideally, temperature checks and other symptom declarations should happen before the employee enters the facility. The completed Declaration of Symptoms Form shall be provided to the appropriate HR representative for filing in the employee's parallel personnel file.
  - » **Wearing a Mask:** The employee should wear a face mask at all times while in the workplace. See Bechtel's Guidance on the **Use of Face Coverings at Work.** Bechtel will issue facemasks or, if employees supply their own cloth face coverings, they will comply with the CDC guidelines identified in Bechtel's Guidance on the **Use of Face Coverings at Work.**
  - » **Becoming Sick:** If the employee becomes sick during the workday, they shall be sent home immediately, surfaces in their workspace shall be cleaned and disinfected, and **contact tracing** shall occur. Employees in close contact with the ill employee shall be considered exposed to a suspected COVID-19 case.

### Bechtel Policy:

- Required Reporting of Confirmed or Suspected COVID-19 Case: All employees are required to notify their supervisor or ES&H representative if they are a confirmed or suspected COVID-19 case, and shall self-quarantine consistent with Bechtel's Confirmed or Suspected COVID-19 Case Policy. All employees placed on a self-quarantine should be reported to the appropriate ES&H representative for tracking purposes.
- Required Reporting of Close Contact with a Confirmed or Suspected COVID-19 Case: All employees are required to notify their supervisor or ES&H representative if they have been in close contact with a confirmed or suspected COVID-19 case (e.g., a household member has tested positive for COVID-19 or is exhibiting symptoms consistent with COVID-19). See Close Contact with a Confirmed COVID-19 Case or Close Contact with a Suspected COVID-19 Case below for the applicable policy. All employees placed on a self-quarantine should be reported to the appropriate ES&H representative for tracking purposes.
- Contact Tracing: When employees notify Bechtel that they are confirmed or suspected COVID-19 cases, Bechtel shall perform the needed contact tracing relative to the employees' work relations as soon as reasonably possible. Projects and offices will identify the individual responsible for contact tracing. **See Annex 1 Contact Tracing Interview Questions.** The completed Contact Tracing Interview Questionnaire (Annex 1) shall be provided to the appropriate HR representative for filing in the employee's parallel personnel file.
- Close Contact Notification and Mitigation Measures: All employees identified during the contact tracing interview as having been in close contact with the confirmed or suspected COVID-19 case shall be notified as soon as reasonably possible, and the project and office will determine the mitigation measures to apply to the employee consistent with the applicable policy – Close Contact with a **Confirmed** COVID-19 Case or Close Contact with a **Suspected** COVID-19 case. Projects and offices will identify the individual responsible for notifying the employees in close contact and reviewing the mitigation measures applicable to the employee. **See Annex 2 Close Contact Notification & Mitigation Measures Form.** After verbal notification of close contact and review of the applicable mitigation measures, the employee shall be provided with the completed Close Contact Notification & Mitigation Measures Form and be required to acknowledge its receipt. The acknowledged Close Contact Notification & Mitigation Measures Form shall be provided to the appropriate HR representative for filing in the employee's parallel personnel file.
- Close Contact with a Confirmed COVID-19 Case: Subject to local requirements or recommendations,



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- » Employees who have come in close contact with a confirmed COVID-19 case shall self-quarantine throughout the period of close contact and 14 days following the date of last close contact. All employees placed on a self-quarantine should be reported to the appropriate ES&H representative for tracking purposes.
- » Limited Exception: Pursuant to the CDC's guidance that [critical infrastructure workers \(Español\)](#) may be permitted to continue work following potential exposure to COVID-19 to ensure continuity of operations of essential functions, there is a limited exception applicable only when the following criteria are met:
  - The employee works on a project categorized as critical infrastructure (i.e., the project continues in operation even though the jurisdiction is under a lockdown order due to its classification as critical infrastructure); and
  - The project, the Bechtel project or facility manager, and, where applicable, the customer, determine that the critical infrastructure employee is essential (such approval shall be by exception and provided in writing); and
  - The essential critical infrastructure employee is asymptomatic; and
  - The project implements **Close Contact Workplace Precautions** throughout the period of close contact and 14 days following the date of last close contact; and
  - The project takes additional measures, as determined by a job hazard analysis, to protect others working within 6 feet of the essential critical infrastructure employee. The project should consider whether those working within 6 foot of the essential critical infrastructure employee should wear an N-95 respirator.
- Close Contact with a Suspected COVID-19 Case: Subject to local requirements or recommendations,
  - » Employees who have come in close contact with a suspected COVID-19 case and **are able to work remotely** shall self-quarantine throughout the period of close contact and 14 days following the date of last close contact. All employees placed on a self-quarantine should be reported to the appropriate ES&H representative for tracking purposes.
  - » Employees who have come in close contact with a suspected COVID-19 case and **cannot work remotely** are allowed in the workplace if they are asymptomatic and if the project or office implements **Close Contact Workplace Precautions** throughout the period of close contact and 14 days following the date of last close contact.
  - » If testing confirms that a suspected COVID-19 case is negative, all employees who received Close Contact Notification & Mitigation Measures Forms as a result of being in close contact with the suspected COVID-19 case shall receive first verbal and then written notification of the negative test result and end of mitigation measures. **See Annex 4 Notification of Negative COVID-19 Test Result & End of Mitigation Measures Form.**

### Annexes:

1. Contact Tracing Interview Questions
2. Close Contact Notification & Mitigation Measures Form
3. Declaration of Symptoms Form
4. Notification of Negative COVID-19 Test Result & End of Mitigation Measures Form





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Question 4: Close contact is considered to have occurred when in close face-to-face or touching contact with a person who is a confirmed or suspected COVID-19 case. Have any of your co-workers been in close face-to-face or touching contact with you since [date 2 days prior to exhibiting symptoms]?

Yes     No    If yes, identify the co-workers and the last date of close contact:

Name: _____	Date: _____	Name: _____	Date: _____
Name: _____	Date: _____	Name: _____	Date: _____
Name: _____	Date: _____	Name: _____	Date: _____
Name: _____	Date: _____	Name: _____	Date: _____
Name: _____	Date: _____	Name: _____	Date: _____

Question 5: Close contact is considered to have occurred when in direct contact with the secretions or bodily fluids from a person who is a confirmed or suspected COVID-19 case (e.g., sneezed or coughed on, kissing, etc.). Have any of your co-workers been in direct contact with your secretions or bodily fluids since [date 2 days prior to exhibiting symptoms]?

Yes     No    If yes, identify the co-workers and the last date of close contact:

Name: _____	Date: _____	Name: _____	Date: _____
Name: _____	Date: _____	Name: _____	Date: _____
Name: _____	Date: _____	Name: _____	Date: _____
Name: _____	Date: _____	Name: _____	Date: _____
Name: _____	Date: _____	Name: _____	Date: _____

Question 6: Close contact is considered to have occurred when within 6 feet of a person who is a confirmed or suspected COVID-19 case for a prolonged period of time. For the purposes of this question, please consider 10 minutes a prolonged period of time. Have any of your co-workers been within 6 feet of you for 10 minutes or more since [date 2 days prior to exhibiting symptoms]?

Yes     No    If yes, identify the co-workers and the last date of close contact:

Name: _____	Date: _____	Name: _____	Date: _____
Name: _____	Date: _____	Name: _____	Date: _____
Name: _____	Date: _____	Name: _____	Date: _____
Name: _____	Date: _____	Name: _____	Date: _____
Name: _____	Date: _____	Name: _____	Date: _____

- If you recall any additional co-workers who have been in close contact with you, please contact me.
- If you haven't already, please contact your physician and follow their advice.



## Contact tracing & close contact with confirmed or suspected COVID-19 cases

### ANNEX 2: Close Contact Notification & 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 has been in close contact with:	<input type="checkbox"/> a confirmed COVID-19 case		<input type="checkbox"/> a suspected COVID-19 case

Date of last close contact:	[insert date of last close contact] or [identify if the employee shares a household with the positive or suspected COVID-19 case] <sup>1</sup>
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Mitigation Measures Applicable to Employee:	<input type="checkbox"/> If in close contact with a positive COVID-19 case: <ul style="list-style-type: none"> <li><input type="checkbox"/> Self-quarantine throughout the period of close contact and 14 days following the date of last close contact <b>or</b></li> <li><input type="checkbox"/> Essential Critical Infrastructure Worker (written approval for exception to policy obtained) and Close Contact Workplace Precautions will be applied throughout the period of close contact and 14 days following the date of last close contact</li> </ul> <input type="checkbox"/> If in close contact with a suspected COVID-19 case: <ul style="list-style-type: none"> <li><input type="checkbox"/> Self-quarantine throughout the period of close contact and 14 days following the date of last close contact <b>or</b></li> <li><input type="checkbox"/> Close Contact Workplace Precautions will be applied throughout the period of close contact and 14 days following the date of last close contact</li> </ul>
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Notification of Employee's Obligations Under Close Contact Workplace Precautions:	<p>While in the workplace throughout the period of close contact and 14 days following the date of last close contact, you will be required to:</p> <ul style="list-style-type: none"> <li>• Be asymptomatic; if you develop symptoms of COVID-19, you will be required to leave the workplace</li> <li>• Have your temperature checked daily</li> <li>• Declare whether you are experiencing any symptoms of COVID-19</li> <li>• Wear a face covering</li> <li>• Maintain social distancing to the greatest extent possible</li> </ul>
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<sup>1</sup> The last close contact date for employees sharing a household with positive or suspected COVID-19 cases is the date that the positive or suspected COVID-19 case is released from his or her self-quarantine.



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End Date of Mitigation Measures:	<p>Identify Applicable Notices of End Date:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> As long as you remain asymptomatic, the mitigation measures identified in this form will end on [insert date 14 days after date of last close contact].</li><li><input type="checkbox"/> If you share a household with the confirmed or suspected COVID-19 case, the mitigation measures identified in this form will end 14 days after the household member is released from his or her quarantine, as long as you remain asymptomatic.</li><li><input type="checkbox"/> If you were in close contact with a suspected COVID-19 case who is subsequently tested and receives a negative test result, we will inform you of that development and the mitigation measures will end immediately.</li></ul>
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Receipt and Acknowledgement:	<p>I have read and been informed about the content, requirements, and expectations of Bechtel's Close Contact with Confirmed or Suspected COVID-19 Cases and how it applies to me as reflected in this Close Contact Notification &amp; Mitigation Measures Form. [This form may also be acknowledged by responding to the email in which it was sent with the language above.]</p> <p>Employee Signature: _____ [Insert Employee Name]</p> <p>Date: _____</p>
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## Contact tracing & close contact with confirmed or suspected COVID-19 cases

### ANNEX 3: Declaration of Symptoms Form

I, [INSERT EMPLOYEE NAME] (employee/badge # [insert]), have been identified as having close contact with a confirmed or suspected COVID-19 case and understand that I am permitted to continue working in the workplace provided that I remain asymptomatic and follow additional precautions (e.g., temperature testing, use of a face covering, social distancing, etc.). I understand that I am required to complete this form throughout the period of close contact and 14 days following the date of last close contact.

By my signature below I confirm that I do not have any of the following COVID-19 symptoms:

- 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

<u>Day</u>	<u>Signature</u>	<u>Date</u>	<u>Day</u>	<u>Signature</u>	<u>Date</u>
1	_____	_____	16	_____	_____
2	_____	_____	17	_____	_____
3	_____	_____	18	_____	_____
4	_____	_____	19	_____	_____
5	_____	_____	20	_____	_____
6	_____	_____	21	_____	_____
7	_____	_____	22	_____	_____
8	_____	_____	23	_____	_____
9	_____	_____	24	_____	_____
10	_____	_____	25	_____	_____
11	_____	_____	26	_____	_____
12	_____	_____	27	_____	_____
13	_____	_____	28	_____	_____
14	_____	_____	29	_____	_____
15	_____	_____	30	_____	_____



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### ANNEX 4: Notification of Negative COVID-19 Test Result & End of 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:			

Notification:	<p>On [insert date], you were notified that you had been in close contact with an employee suspected to have COVID-19 and of the mitigation measures that would be applicable to you throughout the period of close contact and 14 days following the date of last close contact.</p> <p>This is to inform you that the employee with whom you were in close contact was subsequently tested for COVID-19 and received a negative test result. In addition, evidence of such negative test result has been provided to Bechtel.</p> <p>Effective immediately, all mitigation measures applicable to you are terminated. You may return to the workplace if you have been in self-quarantine. The Close Contact Workplace Precautions will cease if you have been in the workplace.</p> <p>Of course, we continue to ask all employees to maintain good hygiene and social distancing practices while in the workplace regardless of whether they have been in close contact with confirmed or suspected COVID-19 cases. In addition, employees are encouraged to wear disposable face masks, cloth face coverings, or other appropriate face coverings in common areas where other workers may be present at the workplace.<sup>2</sup></p>
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<sup>2</sup> This form shall be provided to the appropriate HR representative for filing in the employee's parallel personnel file.