A drawing of a face

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## **COVID-19 Notification Form Nov. 2, 2020 Rev. 2**

## **Please use the following table when emailing any confirmed, suspected (the worker is being tested), or close contact COVID-19 case to R&H via** [**CovidNotification@rhconst.com**](mailto:CovidNotification@rhconst.com)**.**

All R&H employees and subcontractors shall promptly inform R&H of a confirmed, suspected, or close contact COVID-19 case if the person involved has been at an R&H jobsite, office or shop location preceding symptom onset or diagnosis.

This email account should only be used to report confirmed cases (positively tested in a lab or clinic), suspected cases, or close contact to a COVID-19 positive person if that worker was present on an R&H worksite. Subcontractors and their workers shall not rely on speculation or rumor to determine whether there is a confirmed case.

Suspected cases are where the R&H employee or subcontractor has symptoms and is being tested for COVID-19 or where the worker claims to have a positive test, yet documentation may not be accessible and subcontractor intends to manage the case as a COVID-19 case.

|  |  |
| --- | --- |
| **Case Name, Date of Meeting – copy and paste this into your email then complete all 15 fields** | |
| 1. Is it a suspected or confirmed positive case? |  |
| 1. Is the person that tested positive an R&H Employee?   a. If yes, what is their position? |  |
| 1. Is the person that tested positive a subcontractor? 2. If yes, what is the name of the subcontractor company? |  |
| 1. Date Reporting the Confirmed Case/ to CovidNotification@rhconst.com? |  |
| 1. What R&H project(s) did this person work at or visit the two days prior to the start of symptoms (or if no symptoms a positive test)? |  |
| 1. In what areas of the above project(s) was this person working/taking breaks in the two days prior to the start of symptoms (or if no symptoms a positive test)?   a. Ex. Floor Level, Common Areas, Units, etc. |  |
| 1. What tools or equipment did the person use? |  |
| 1. List the number of workers – R&H employees and subcontractor employees who worked with or were in close proximity to the individual who tested positive (e.g. at lunch, carpool, working, etc.). |  |
| 1. From the number above, how many subcontractors traced were confirmed to be in close contact\* (6ft. or less for 15 min. or more in a 24-hour period)? |  |
| 1. From the number above, how many R&H employees traced were confirmed to be in close contact\* (6ft. or less for 15 min. or more in a 24-hour period)?   Be prepared to provide the names to R&H human resources. ***Note:*** *please do not share names on this form. R&H HR will follow-up to get details.* |  |
| 1. Share the last day the individual with a confirmed case was at an R&H site? (date, shift, time of day) |  |
| 1. Was the individual symptomatic at an R&H site? |  |
| 1. What was the first day of confirmed case symptoms? |  |
| 1. Date of COVID-19 test? |  |
| 1. Date received positive confirmation? |  |
| 1. Name, phone number and e-mail of person completing this table? |  |

\*Close contact definition updated on 10/21/2020 by the CDC. The definition of close contact is:

Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.