



Conrail Coronavirus (COVID-19) Prevention and Response Policy

Policy Owner: Human Resources
Effective Date: March 11, 2020

Objective

The purpose of this Policy is to establish a coronavirus (COVID-19) prevention and response policy for employees. The Policy and procedures established in this document have been developed to protect the health and safety of all employees and to safeguard Conrail operations.

IF YOU OR AN EMPLOYEE ON YOUR TEAM HAS BEEN QUARANTINED AND/OR DIAGNOSED WITH COVID-19, IMMEDIATELY CONTACT CONRAIL HUMAN RESOURCES HELPLINE AT 856-231-2402

Guidance

COVID-19 is a respiratory illness that can spread from person to person. Employees should review the CDC's webpage at [cdc.gov](https://www.cdc.gov) and travel information page at [cdc.gov/travel](https://www.cdc.gov/travel) for the most up-to-date information on COVID-19. The CDC advises avoiding travel to countries with Level 3 Travel Health Notices. If returning from any of these countries you will likely be screened by federal health officials, be advised to remain home, and self-monitor for symptoms.

- COVID-19 is being reported in countries worldwide and specific guidance is not possible for all potential travel destinations. Be aware of your surroundings, where you go and whom you visit.
- If you become symptomatic (fever, frequent cough, shortness of breath) it may or may not be due to COVID-19 infection. Contact your healthcare provider for guidance.
- If you have travelled to a location where COVID-19 has been identified and you think you may have been exposed, contact your healthcare provider and your local health department for guidance.
- Based on the incubation period observed with previous coronaviruses, symptoms (fever, cough, and shortness of breath) may appear 2-14 days after exposure to COVID-19.
- Contact Conrail Human Resources immediately if you test positive for COVID-19, are presumed to have COVID-19, or are quarantined at home by a health department official.
- Please review the following websites for additional information:
 - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
 - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Policy

1. Employee
 - a. Travel & Meetings
 - i. All international business travel is suspended until further notice.
 - ii. **Only business critical domestic travel is allowed with approval by your supervisor.**
 - iii. **Travel between Conrail locations should be minimized as much as possible.**
 - iv. Employees must report any personal international travel to their supervisor before returning to work. Travel details will be reviewed by the Human Resources Department and employees may be asked to remain out of work for a 14-day waiting period.
 - v. Employees are encouraged to follow CDC and WHO guidelines during personal domestic travel. Any travel to an identified COVID-19 affected area must be reported to your supervisor for review by Human Resources.
 - vi. Employees working from home after returning from travel who become symptomatic during the 14-day waiting period will be required to remain out of work until asymptomatic for 24 hours.
 - vii. **Non-business critical meetings/seminars/trainings/etc. should be postponed, if possible.**
 - viii. **Business critical meetings/seminars/trainings/etc. should be held, if possible, through video and/or telephone conferences.**



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- b. Symptoms of Illness
 - i. Employees at work displaying symptoms of frequent cough, fever, or shortness of breath should be isolated by supervision and, after consulting with Human Resources, may be sent home.
 - c. Diagnosed
 - i. Employees diagnosed with COVID-19 should follow their physician's and local health department's guidance for management of exposed persons, including but not limited to quarantine, avoiding public places, remaining home, and social distancing.
 - ii. Employees who are diagnosed with COVID-19 will need to remain out of work until fully recovered and asymptomatic for 24 hours.
 - d. Contact with COVID-19
 - i. The CDC considers living in the same household as, being an intimate partner of, or having provided care for a person diagnosed with COVID-19 to be a High Risk Exposure. The CDC considers otherwise being in close contact (within 6 feet) of a person diagnosed with or symptomatic of COVID-19 as a Medium Risk Exposure. For more information, please visit: <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>.
 - ii. Employees who have had a High or Medium Risk Exposure, regardless of whether or not they are symptomatic, may be sent home, may be asked to remain out of work for 14 days, and should follow their physician's and local health department's guidance for management of exposed persons, including but not limited to quarantine, avoiding public places, remaining home, and social distancing.
 - e. Reporting Procedures
 - i. All Conrail employees are required to notify their supervisor if they:
 - Experience any COVID-19 related health concerns or illness;
 - Have a High or Medium Risk Exposure (on or off duty) to a person diagnosed with or symptomatic of COVID-19, as defined by the CDC;
 - Have visited any country listed by the CDC as subject to a Level 3 Health Notice within the past 14 days or are planning to visit any such country;
 - Have contact with public health departments and/or receive orders for quarantine; or
 - Experience any other issues, as it relates to COVID-19 that would prevent them from working in accordance with existing Conrail policies.
 - f. Return to Work
 - i. Employees who are sent home by the Company or who have missed work as a result of diagnosis or potential exposure to COVID-19 will be permitted to return to work after being cleared by their treating physician and/or local health department **and Human Resources**. Employees that attempt to report to work without obtaining these clearances should be sent home immediately.
2. Contingent/Temporary Workers with daily or regular access to Conrail Property
 - a. Contingent/Temporary workers will be expected to comply with this Policy. All employees must ensure their sponsored contingent workers are in compliance with both this Policy and their direct employer's applicable policies.
 - b. Conrail sponsor managers will be expected to coordinate with the contingent/temporary worker's manager should the contingent worker be returning from travel, become ill, or is specifically diagnosed with COVID-19, or presumed to have or be the subject of a health department investigation for COVID-19.
 - c. If contingent/temporary workers are diagnosed with, presumed to have or have been exposed to COVID-19, they will not be permitted on the property.
 - d. If access to Conrail facilities is denied, Conrail sponsor managers must ensure that the contingent worker's direct employer is notified immediately.
 3. Contractors/Vendors/Visitors
 - a. Managers will need to determine whether the contractor/vendor/visitor needs access to Conrail locations and employees for business critical work.



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- b. If the access is for business critical work, all contractors, suppliers, and visitors are required to submit a COVID-19 Questionnaire Form to their Conrail sponsor no more than 24 hours prior to reporting to a Conrail facility. The questionnaire must be faxed or emailed as described in the document. All contractors, suppliers, and visitors who answer “yes” to any of the questions will not be permitted in a Conrail facility.
 - c. Contractors, suppliers, and visitors must report any illness that occurs within 14 days after visiting a Conrail facility, to their Conrail sponsor.
 - d. International contractors, vendors, and visitors will not be permitted access to a Conrail facility unless they have been in the United States and without symptoms for 14 days before coming on property for business critical work.
 - e. Domestic contractors, vendors, and visitors will not be allowed access without Human Resources approval if they have answered a positive response to any of the questions on the questionnaire.
 - f. Human Resources will review questionnaires with positive responses and provide a response to the manager responsible for the contractor, vendor, or visitor as soon as possible.
4. Protect Yourself and Others
- a. Clean your hands often
 - i. Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
 - ii. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
 - iii. Avoid touching your eyes, nose, and mouth with unwashed hands.
 - b. Avoid close contact
 - i. Avoid close contact with people who are sick
 - ii. Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.
 - c. Stay home if you're sick
 - i. Stay home if you're sick, except to get medical care.
 - d. Cover coughs and sneezes
 - i. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
 - ii. Throw used tissues in the trash.
 - iii. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol
 - e. Wear a facemask ONLY if you are sick
 - i. If you are sick: You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room. Learn what to do if you are sick.
 - ii. If you are NOT sick: You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.
 - f. Clean and disinfect
 - i. Clean AND disinfect frequently touched surfaces daily and in shared workspaces, before and after shift changes. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
 - ii. If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.