

COVID-19 GUIDELINES FOR CMRA'S BUSINESS PARTNERS

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A Service Mark of

COMMUNITY REHABILITATION AGENCIES OF TENNESSEE

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1 PURPOSE OF THIS DOCUMENT

CMRA developed these Guidelines to help its Business Partners plan for and deal with Covid-19 matters. Every Business Partner of CMRA agreed in its contract with CMRA to follow these Guidelines concerning Business Partner's operations relative to the goods or services it provides for CMRA. The Guidelines provide minimum standards for Business Partners. Following the Guidelines will not ensure that Covid-19 is being adequately addressed to keep Business Partners' employees and others from contracting the virus. Each situation is unique, and Business Partners should exercise independent judgment as to whether additional measures need to be taken and should treat these Guidelines as a minimum.

The Guidelines are based on recommendations from the CDC and the Tennessee Department of Health (collectively, the "Official Guidance") for businesses that are not critical infrastructure businesses.

Official Guidance will change periodically. As changes occur, these Guidelines will be updated as soon possible to reflect those changes. The most current version of the Guidelines can be found on CMRA's website, www.cmraonline.org.

CMRA has a Covid consultant who is available to help Business Partners address Covid-19 matters. If a Covid-19 incident occurs, Business Partner should call the Covid consultant immediately. If a Business Partner has questions about Covid-19 or these Guidelines, the Covid consultant is available to help with those questions, too.

Contact information for CMRA's Covid consultant is as follows:

Robyn Smith,
615-251-5468
rsmith@cmraonline.org

If anything in these Guidelines or any advice given by anyone at CMRA is contrary to the advice given by an employee's healthcare provider, then employee should follow their healthcare provider's advice.

2 RECENT CHANGES

2.1 Recent Changes

This version of the Guidelines reflects the CDC's updated definition of when a person is fully vaccinated, Section 2.2, and the CDC's recommendations for shortened periods of isolation for those with Covid, Section 7.1, and quarantine for persons who have been exposed to Covid, Sections 7.2 and 7.3. Additional changes have been made throughout the Guidelines to encourage employees to be tested when they have symptoms of Covid or Close Contact, now that tests are more readily available than they previously were.

2.2 Definition of Fully Vaccinated

In general, people are considered fully vaccinated if they:

- Have been boosted
OR
- Completed the primary series of Pfizer or Moderna vaccine within the last 6 months
OR
- Completed the primary series of J&J vaccine within the last 2 monthsIf a person does not meet these requirements, they are NOT fully vaccinated.

If a person has a condition or is taking medications that weaken their immune system, they may NOT be fully protected even if they are fully vaccinated. They should seek guidance from their healthcare provider

3 "CLOSE CONTACT"

3.1 Close Contact means that within the past 14 days:

- For a cumulative total of 15 minutes or more during a 24 hour period, you were within 6 feet of someone who has COVID-19 starting from 2 days before the infected person's onset of symptoms or, for asymptomatic persons, 2 days prior to test specimen collection, or
- You provided care at home to someone who is sick with COVID-19, or
- You had direct physical contact with someone who has Covid-19 (hugged or kissed them), or
- You shared eating or drinking utensils with someone who has Covid-19, or
- Someone with Covid-19 sneezed, coughed, or somehow got respiratory droplets on you.

3.2 Workplace Contact Tracing after Close Contact

When an employee tests positive for Covid-19 or is presumed to have Covid-19 based on their symptoms, Business Partners should determine who else at work may have been exposed through Close Contact with the employee. CMRA's Covid consultant can assist in this determination. See section 3.3 below for information on what to do if Close Contact occurred.

3.3 What to do when you determine an employee who tested positive for Covid-19 was in Close Contact with other employee(s)

- Inform the other employee(s) of their Close Contact to Covid-19 in the workplace but maintain confidentiality concerning the identity of the infected person as required by the Americans with Disabilities Act (ADA).
- Follow the guidance in section 7.2 or 7.3, depending on the employee's vaccination status, regarding when the exposed employee may return to work after Close Contact.

- If the exposed employee is fully vaccinated, instruct the employee to self-monitor for symptoms of Covid-19. Symptoms are described in section 4.1. If the employee develops symptoms, they should get tested, stay home and, if positive, follow the guidance in section 7.1 on when they may return to work.
- These Guidelines are focused on the workplace; however, Business Partner should encourage the employee who tested positive for Covid-19 to let people they have been in Close Contact with outside the workplace know that they have been exposed.

3.4 Potential Airborne Transmission Beyond Six Feet Under Special Circumstances

According to the CDC, Covid-19 is mainly transmitted through Close Contact (i.e., contact transmission and droplet transmission), but it can sometimes, under special circumstances, also be spread via airborne transmission over long distances or times. The CDC reports that these transmission events appear uncommon and have typically involved the presence of an infectious person producing respiratory droplets for an extended time (>30 minutes to multiple hours) in an enclosed space. In these transmissions, enough virus was present in the space to cause infections in people who were more than 6 feet away or who passed through that space soon after the infectious person had left. Circumstances under which airborne transmission of the virus appears to have occurred include:

- Enclosed spaces within which an infectious person either exposed susceptible people at the same time or to which susceptible people were exposed shortly after the infectious person had left the space.
- Prolonged exposure to respiratory particles, often generated with expiratory exertion (e.g., shouting, singing, exercising) that increased the concentration of suspended respiratory droplets in the air space.
- Inadequate ventilation or air handling that allowed a build-up of suspended small respiratory droplets and particles.

3.5 What to do when you determine an employee who tested positive for Covid-19 was in proximity of other employee(s) under the special circumstances for potential airborne transmission beyond six feet

- Inform the other employee(s) of their potential exposure to Covid-19 in the workplace but maintain confidentiality concerning the identity of the infected person as required by the Americans with Disabilities Act (ADA). Tell the other employee(s) that the potential exposure does not meet the criteria for Close Contact; therefore, they are not required to self-isolate, but encourage them to be especially vigilant in self-monitoring for symptoms and in limiting their Close Contact with others for the next 14 days.
- Instruct the other employee(s) to not come to work if symptoms occur and to call their supervisor.
- Report the incident to CMRA and monitor their symptoms as described in section 5.2.

4 GUIDELINES FOR EMPLOYEES

4.1 Stay home and notify your supervisor if/when

- you get tested for Covid-19
- you have tested positive for Covid-19
- a doctor has told you to stay home
- you have had a fever in the last *48 hours*
- you have a new loss of taste or smell
- you have been experiencing a cough, shortness of breath, or sore throat
- you have had vomiting or diarrhea in the last *24 hours*
- your temperature is over 100.4 degrees Fahrenheit
- anyone in your household has Covid-19 symptoms
- anyone in your household tested positive for Covid-19
- you are not fully vaccinated, and you have been in Close Contact with a confirmed case of COVID-19 ("Close Contact" is defined in section 3)

4.2 Practice good cleanliness

- Wash your hands frequently.
- Avoid touching your face.
- Cover coughs and sneezes with a mask, tissue, or shirt sleeve.
- Avoid using other employees' phones or other work tools and equipment, when possible. If you must use them, clean and disinfect them before and after use.

4.3 Masks and gloves

4.3.1 Masks:

CMRA requires that business partners' employees who work on CMRA subcontracts wear a mask that covers their nose and mouth while inside the building and maintain 6 feet distance from others as much as possible. Masks are not required while employees are outside unless they are within 6 feet of other people.

4.3.2 Gloves: CMRA requires the following of all employees while at work

- Wear disposable gloves while you are cleaning, disinfecting, and handling trash.
- After using disposable gloves, throw them out in a lined trash can. Do not disinfect or reuse the gloves.
- After removing the gloves, wash your hands with soap and water for 20 seconds. If soap and water is not available, use hand sanitizer with at least 60% alcohol.

4.3.3 Tips and recommendations for wearing a mask

- Wash your hands before and after removing your mask.
- Be careful not to touch your eyes, nose, and mouth when removing your mask
- Try not to touch your face when you adjust it throughout the day.
- Don't let others wear your mask.
- Keep it away from machinery that it could get caught in.
- If using disposable masks, do not reuse them, and throw them away in appropriate trash receptacles.
- Don't lay your mask on any surface that may contaminate either the mask or the surface.
- Don't use it if it's damaged or has holes, unless it is the only face covering you have access to.
- Make sure it completely covers your nose and mouth.
- Keep cloth masks clean by washing daily, or more often if contamination occurs.

5 EMPLOYER'S EVALUATION OF EMPLOYEE'S HEALTH

5.1 Evaluating Whether an Employee May be at Work

Business Partners should ask employees to self-monitor before coming to work as described in section 4.1. Business Partners may evaluate an employee's health at work as described below.

- (1) Take the employee's temperature.

If temperature is above 100.4 degrees Fahrenheit, the employee should not work and should be "monitored" as described in section 5.2.

Ask the employee the following questions:

- (2) Have you had a fever in the last 48 hours?
- (3) Are you experiencing a new loss of taste or smell?
- (4) Have you been experiencing a cough, shortness of breath, or sore throat?
- (5) Have you had vomiting or diarrhea in the last 24 hours?

If the employee answers yes to any of the questions above, the employee should not be permitted to work and should go home. The supervisor should monitor the employee as described in section 5.2 and encourage the employee to get tested for Covid-19. The employer should assume that an employee who is symptomatic has Covid unless the employee is tested for Covid and receives a negative result.

- (6) Does anyone in your household have Covid-19 symptoms?
- (7) Has anyone in your household tested positive for Covid-19?

If the employee answers yes to question 6 or 7:

- Follow the guidance in Section 7.2 or 7.3, depending on the employee's vaccination status, and in Section 7.4.

(8) In the past 14 days, have you been in "Close Contact" with a confirmed case of COVID-19? ("Close Contact" is defined in section 3.)

If the employee answers yes:

- Follow the guidance in Section 7.2 or 7.3, depending on the employee's vaccination status, and in Section 7.4 if the Close Contact is with a household member.

5.2 Monitoring Employees

When an employee is not permitted to work because of a symptom that reasonably could be something other than Covid-19:

- The employee should be encouraged to get tested for Covid.
- The supervisor should contact the employee 24 to 48 hours after the employee first had symptom(s) and ask whether the employee has been tested or the symptom(s) have resolved.
- If the symptom(s) have resolved, the supervisor may determine that the symptom(s) were caused by something other than Covid-19 and permit the employee to return to work.
- If the symptom(s) have not resolved or if it is unclear whether the symptom(s) have resolved, the employee should stay home as if they have Covid-19. See section 7 for instructions on when the employee can return to work.

6 REPORTING COVID-19 INCIDENTS TO CMRA

6.1 "Covid Incident" means any of the following:

- Business Partner learns that an employee has been tested for Covid-19 or is going to be tested
- An employee reports having one or more symptoms of Covid-19 (section 4.1)
- Business Partner determines an employee has symptoms of Covid-19 (section 5.1)
- Business Partner learns that an employee has been in Close Contact (section 3) with a person who tested positive for Covid 19
- Business Partner learns that someone in the employee's household has Covid-19

6.2 Call CMRA First

When a Covid Incident occurs, a supervisor immediately should call CMRA's Covid consultant, Robyn Smith, 615-251-5468. If Robyn does not answer, leave a voice mail, and then call your CMRA contact. The CMRA contact for TDOT matters is Reggie Parkerson, (615) 674-0111. The contact for JLL and other Business Partners is John Bissell, 615-646-0238.

The Covid consultant or your CMRA contact will ask the supervisor questions and assist in determining the following:

- Should the employee be required to stay home and practice social distancing or self-isolation?
- Should other employees be advised that they may have been exposed to Covid-19?
- Should deep cleaning be required?
- Should any other steps be taken?

6.3 Submit a Written Incident Report Within 1 Day

Addendum 1 is a CMRA Covid-19 Incident Report Form that Business Partners must submit to CMRA within 1 day of a Covid Incident.

Complete the Covid-19 Incident Report after calling CMRA and submit it within 1 day of the incident. The form should be sent to CMRA either by fax to 615-736-6095 or by email to Robyn Smith, rsmith@cmraonline.org, and to your CMRA contact, Reggie Parkerson, rparkerson@cmraonline.org, or John Bissell, jbissell@cmraonline.org.

6.4 Business Partner to Follow-up with CMRA upon Request

After an incident is reported, CMRA may request additional information to monitor the situation. For example, did an employee who went home sick test positive? The Covid consultant will request by email any additional information that is needed.

CMRA will maintain a timeline describing the chronology of events for each incident.

6.5 CMRA Reporting of Incidents to TDOT, JLL, and Others

6.5.1 Incident Reports.

CMRA will send incident reports to TDOT, JLL, and others within 24 hours of receiving the report. TDOT incident reports will be emailed to Reza Baghaevaji and Chris Cowan. JLL incident reports will be emailed to the appropriate contact person for the area. Incident reports for other entities will be emailed to appropriate persons as determined by CMRA.

6.5.2 Requests to Close a Building and/or Conduct Deep Cleaning and Disinfecting.

CMRA will communicate requests to close a building and/or conduct deep cleaning and disinfecting to TDOT, JLL, and others within one hour of deciding to make the request. Requests concerning TDOT will be communicated to Chris Cowan by email, text or telephone, or a combination of the three. Requests concerning other entities will be communicated by email, text or telephone, or a combination of the three to appropriate persons as determined by CMRA.

7 WHEN EMPLOYEE WHO HAS COVID OR IS EXPOSED TO COVID MAY RETURN TO WORK

7.1 When Employee Has Covid-19 (tested or assumed)

This section applies to everyone, regardless of vaccination status. When an employee has Covid*, the employee should:

- Stay home for at least 5 days.
- If the employee has no symptoms or if their symptoms have resolved after 5 days, the employee can return to work. The employee must wear a well-fitted mask around other people for 5 additional days.
- If the employee has a fever, the employee must continue to stay home until the fever resolves.

*When an employee has symptoms of Covid, they should get tested. They should be assumed to have Covid until the test results are received.

If testing is readily available, the employer may request that the employee be tested again before returning to work or obtain a doctor's note to verify that they are healthy and able to return to work; however, as a practical matter, healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner. According to the CDC, most people with COVID-19 have mild illness and can recover at home without medical care and can follow CDC recommendations to determine when to discontinue home isolation and return to work.

7.2 When Employee Who is Fully Vaccinated has Close Contact with Someone Who has Covid

If the employee:

Has been boosted,

OR

Completed the primary series of Pfizer or Moderna vaccine within the last 6 months,

OR

Completed the primary series of J&J vaccine within the last 2 months,

THEN the employee must:

- Wear a mask around other for 10 days.
- Test on day 5 if possible.

If the employee develops symptoms, the employee should get a test and stay home until test results are received. If positive, then follow Section 7.1.

7.3 When Employee Who is NOT Fully Vaccinated has Close Contact with Someone Who has Covid

If the employee:

Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and is not boosted,

OR

Completed the primary series of J&J vaccine over 2 months ago and is not boosted,

OR

Is unvaccinated

THEN the employee must:

- Stay home for 5 days. After that, the employee must wear a well-fitted mask around others for 5 additional days.
- If the employee cannot quarantine, they must wear a well-fitted mask for 10 days.
- Test on day 5 if possible.

7.4 When Household Member has Covid-19

If an employee shares any living space with an individual who begins having symptoms of Covid-19 or if the household member tests positive for Covid-19, even if the person has no symptoms, then this section applies to the employee. The sharing of living space includes bedrooms, bathrooms, living rooms, kitchens, etc.

The employee must follow the guidelines in Section 7.2 or 7.3, depending on the employee's vaccination status, for the duration of the household member's isolation period plus the additional period in Section 7.2 or 7.3. If the employee develops Covid-19, refer to section 7.1 for guidance.

8 CLEANING AND DISINFECTING

8.1 Cleaning and Disinfecting in the Regular Course of Business

8.1.1 Business Partners that provide services at rest areas

Follow the guidelines in Addendum 2, TDOT Rest Area HTP Maintenance Checklist, and in your contract with CMRA. Additional information can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

8.1.2 Business Partners that provide janitorial services in state buildings

Follow the guidelines in your contract with CMRA and in Addendum 3, CMRA Janitorial Covid-19 Guidelines.

8.1.3 Other Business Partners

Develop your cleaning and disinfecting plan based upon your business process. CDC guidance can be found at https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf.

8.2 Cleaning and Disinfecting After a Person Who is Sick or Diagnosed with Covid-19 Has Been in the Space

The CDC's recommendations for cleaning and disinfecting depend on how much time has passed since the person who is sick or diagnosed with Covid has been in the space.

- **If less than 24 hours have passed** since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- **If more than 24 hours have passed** since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.
- **If more than 3 days have passed** since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

More information on cleaning can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> and <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html#certain-conditions>.

8.2.1 Protect Yourself and Other Cleaning Staff

- Ensure cleaning staff are trained on proper use of cleaning (and disinfecting, if applicable) products.

- Read the instructions on the product label to determine what safety precautions are necessary while using the product. This could include PPE (such as gloves, glasses, or goggles), additional ventilation, or other precautions.
- Wash your hands with soap and water for 20 seconds after cleaning. Be sure to wash your hands immediately after removing gloves.
 - If hands are visibly dirty, always wash hands with soap and water.
 - If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.
- Special considerations should be made for people with asthma. Some cleaning and disinfection products can trigger asthma. Learn more about reducing your chance of an asthma attack while disinfecting to prevent COVID-19.

8.2.2 Before cleaning and disinfecting

- Close off areas used by the person who is sick and do not use those areas until after cleaning and disinfecting.
- Wait as long as possible (at least several hours) before you clean and disinfect.

8.2.3 While cleaning and disinfecting

- Open doors and windows and use fans or HVAC (heating, ventilation, and air conditioning) settings to increase air circulation in the area.
- Use products from EPA List N external icon according to the instructions on the product label.
- Wear a mask and gloves while cleaning and disinfecting.
- Focus on the immediate areas occupied by the person who is sick or diagnosed with COVID-19 unless they have already been cleaned and disinfected.
- Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags, if available.
 - While vacuuming, temporarily turn off in-room, window-mounted, or on-wall recirculation heating, ventilation, and air conditioning systems to avoid contamination of HVAC units.
 - Do NOT deactivate central HVAC systems. These systems provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- It is safe to wash dirty laundry from a person who is sick with COVID-19 with other people's items, if needed.
- Ensure safe and correct use and storage of cleaning and disinfectant products, including storing such products securely and using PPE needed for the cleaning and disinfection products.

8.2.4 Cleaning and Disinfecting

- If your disinfectant product label does not specify that it can be used for both cleaning and disinfection, clean visibly dirty surfaces with soap or detergent before disinfection.

- Use a disinfectant product from the EPA List N, <https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0>, that is effective against COVID-19. Check that the EPA Registration number, <https://www.epa.gov/coronavirus/i-cant-tell-if-product-im-interested-list-or-not-can-you-help-me>, on the product matches the registration number in the List N search tool.
- Always follow the directions on the label to ensure safe and effective use of the product. The label will include safety information and application instructions. Keep disinfectants out of the reach of children. Many products recommend keeping the surface wet with a disinfectant for a certain period (see “contact time” on the product label).
 - Check the product label to see what PPE (such as gloves, glasses, or goggles) is required based on potential hazards.
 - Ensure adequate ventilation (for example, open windows).
 - Use only the amount recommended on the label.
 - If diluting with water is indicated for use, use water at room temperature (unless stated otherwise on the label).
 - Label diluted cleaning or disinfectant solutions.
 - Store and use chemicals out of the reach of children and pets.
 - Do not mix products or chemicals.
 - Do not eat, drink, breathe, or inject cleaning and disinfection products into your body or apply directly to your skin. They can cause serious harm.
 - Do not wipe or bathe people or pets with any surface cleaning and disinfection products.

9 COVID-19 ASSISTANCE FOR BUSINESS PARTNERS

CMRA encourages Business Partners who have questions concerning Covid-19 to contact the Covid consultant, Robyn Smith, 615-251-5468, rsmith@cmraonline.org.

ADDENDUM 1: Covid-19 Incident Report Form

CMRA COVID-19 INCIDENT REPORT FORM

**WHEN A COVID-19 INCIDENT OCCURS, CALL* CMRA IMMEDIATELY BEFORE COMPLETING THIS REPORT,
AND SEND THIS REPORT WITHIN ONE DAY**

Subcontractor/Agency: _____ Today's Date: _____

Worksite Name/Location: _____

Location(s) [bldg name/addr] where employee works: _____

Name of Person Completing Report: _____ Phone Number: _____

This report relates to employee (give the employee's initials) : _____

CIRCUMSTANCES

Employee called-in; left work sick; other _____

Last Day Worked (date): _____ Time Left Work : _____ AM PM

Has employee been fully vaccinated against Covid-19? Yes No

Has employee been tested for Covid-19? Yes No Test results: Positive Negative Waiting

If tested, date the test sample was taken _____ Date the test results were received _____

SYMPTOMS - please check or circle all that apply

Fever or chills (Temp: _____ °F) New loss of taste or smell Cough Fatigue

Shortness of breath or difficulty breathing Muscle or body aches Congestion or runny nose Diarrhea

Nausea or vomiting Headache Sore throat

DESCRIBE WHAT HAPPENED

*PROCEDURE FOR REPORTING

1. **Immediately, before filling out this form**, call Robyn Smith, Covid Consultant, at 615-251-5468.
2. If no answer, leave a message and then call your CMRA contact:
 Reggie Parkerson (TDOT), 615-674-0111 or John Bissell (JLL & Other), 615-646-0238
rparkerson@cmraonline.org *jbissell@cmraonline.org*
3. Within 1 day of the incident, send this form to CMRA by fax 615-736-6095, or e-mail it to Robyn Smith, *rsmith@cmraonline.org* and to your CMRA contact, Reggie or John, at their email address above.

ADDENDUM 2: TDOT Rest Area High Touch Point (HTP) Maintenance Checklist

(ADD SUBCONTRACTOR / AGENCY)

TDOT REST AREA HTP MAINTENANCE CHECKLIST

(ADD REST AREA LOCATION)

*** HIGH TOUCH POINT MAINTENANCE SHOULD BE PERFORMED HOURLY FOR ALL FREQUENTLY TOUCHED AREAS ***

DATE OF REPORT: ____/____/____ REPORTED BY: _____

	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM	9 PM	10 PM	11 PM	12 AM	INITIAL	
ENTRANCE DOORS AND WINDOWS																				
ENTRANCE DOOR HANDLES																				
ENTRANCE DOOR PANELS																				
WATER FOUNTAINS																				
RESTROOM DOOR PANELS																				
RESTROOM DOOR HANDLES																				
PARTITION DOORS AND SURFACES																				
URINAL FLUSH HANDLES																				
TOILETS AND TOILET SEATS																				
TOILET FLUSH HANDLES																				
TOILET PAPER DISPENSERS																				
SINK KNOBS AND FAUCETS																				
SINK COUNTERTOPS																				
SOAP DISPENSERS																				
HAND DRYERS																				
PAPER TOWEL DISPENSERS																				

TDOT REZA BAGHAEVAJI Fax (615) 532-5995 reza.baghaevaeji@tn.gov	CMRA REGGIE PARKERSON Fax (615) 736-6095 rparkerson@cmraonline.org	(SUBCONTRACTOR/AGENCY) (CONTACT PERSON) (FAX) (EMAIL)
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ADDENDUM 3: Janitorial Covid-19 Guidelines

CMRA JANITORIAL COVID-19 GUIDELINES

Personal Protective Equipment (PPE)

All janitorial service providers must wear gloves while performing duties. CMRA requires that business partners' employees who work on CMRA subcontracts wear a mask that covers their nose and mouth while inside the building and maintain 6 feet distance from others as much as possible. Masks are not required while employees are outside unless they are within 6 feet of other people.

Hard surface cleaning

Use EPA-approved disinfectants. See <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>. If surfaces being cleaned are visibly dirty, they are to be cleaned using a detergent or soap and water solution prior to applying the disinfecting product. If necessary, surfaces may be cleaned again after sanitizing to remove any film or spots left by the sanitizing product. Centers for Disease Control (CDC) Guidelines for cleaning can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Cleaning "high touch" office common areas in state buildings

High touch points should be cleaned each evening Monday-Friday consistent with hard surface guidelines above. A new and freshly rinsed cloth should always be used for each cleaning.

High touch points include:

- Restroom door handles/plates, countertops, faucets, and stall doors
- Toilets and urinals
- Water fountains
- Breakroom refrigerator and microwave handles, countertops, faucets and tables and cabinet handles
- Elevator button panels and handrails
- Conference room tables but not chairs
- Building main entry door handles/plates
- Interior of elevator cab walls
- Food court tables and countertops

Best practice to mitigate the possibility of dispensing Covid-19 through garbage/trash

Trash collected in bags should always be tied off and disposed of properly.

Cleaning hard surfaced floors in state office building breakrooms, restrooms, and food courts

Mop floors daily, Monday-Friday, using a new or freshly rinsed mop head, with an EPA-approved floor care disinfectant. See <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>.

Cleaning vehicles used by State of Tennessee

Follow Tennessee Department of Transportation (TDOT) guidelines for cleaning and disinfecting state vehicles/motor fleet "high touch" areas. Use an EPA-approved product, a product with an alcohol solution of at least 70% alcohol, or bleach solutions pursuant to CDC guidelines at <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>. Areas that should be disinfected include:

- Key / key fob
- Steering wheel
- Steering column
- Seat belts
- Center console
- Door interiors
- Door pockets
- Interior door handles
- Exterior door handles
- Seat pockets / seat surfaces
- Areas between seats & consoles
- Areas between seats & doorjambs
- Cupholders / compartments
- Instrument panel
- Accessory panel / touchscreen
- Rearview mirror / side mirrors
- Visors / visor mirrors
- Dashboard / vents
- Gear stick / gear shift
- Trunk release

No requirement to clean chairs, individual desks, workstations, or hard walled offices

Chairs, individual desks, workstations, and hard walled offices are not cleaned/sanitized by janitorial staff. Cleaning of these areas is the responsibility of the person occupying the office/workstation. It is expected that individual state agencies will provide cleaning products for their respective staff to clean these areas as well as shared workstations.

No requirement to clean telephones, keyboards, computer peripherals (i.e. mouse, keypad), copiers, fax machines, printers, etc.

Electronic equipment is not cleaned by janitorial staff. Cleaning of these items is the responsibility of the user of the equipment. It is expected that individual state agencies will provide cleaning products for their respective staff to clean these items.