Construction & Development

05.15.2020

What to do if a consultant / contractor is sick

Protect yourself from COVID-19 and stop the spread of germs.

Simple steps help stop the spread of COVID-19 and other viruses:

- **Cover your nose and mouth** with a mask or face covering when appropriate
- **Wash your hands** often with soap and water **for at least 20 seconds**, especially before eating.
- **Avoid close contact** with people who are sick.
- **Avoid touching** your eyes, nose, and mouth.
- **Stay home** when you are sick. **Tell your supervisor** immediately.
- **Cover your cough or sneeze** with a tissue, then throw the tissue in the trash.
- **Clean and disinfect** frequently touched objects and surfaces.

Stay up to date by visiting www.ny.gov/coronavirus

NEW YORK STATE | Department of Health

C/C employee does not exhibit the symptoms of COVID-19

→ C/C employee goes on sick leave, per standard company protocol

C/C employee exhibits the symptoms of COVID-19

→ C/C employee:
- Goes home
- Informs their supervisor
- Calls Contractor/Consultant Hotline
- Seeks medical care
- Gets tested for COVID-19

Hotline:
- Calls C&D Duty Officer
- Emails specified agency personnel

Duty officer:
- Coordinates with relevant project staff to ensure appropriate actions for the project are taken
- Contacts Hotline to close out the call

C/C employee tests **negative**

→ C/C employee:
- Returns to work or goes on sick leave, per standard company protocol
- Calls the C/C Hotline, which informs the supervising agency/department

C/C employee tests **positive** or is awaiting test results

→ C/C employee:
- Seeks medical care
- Informs their supervisor
- Calls the C/C Hotline, which informs the supervising agency/department
- Self-quarantines for 14 days from the date of the positive test or the onset of symptoms whichever is longer, and until cleared by their employer to return to work

Consultant/Contractor company:
- Cleans and disinfects the workspace of their sick employee, per the company's safety plan (waiting 24 hours, if possible)
- Coordinates with duty officer to decide if others on site should be quarantined. Considerations include length and proximity of interaction, indoor or outdoor exposure, and pre-existing health conditions.
- Informs local health department and NYSDOH

Consultant/Contractor company:
- Informs local health department and NYSDOH
- Continues advancing the project to the maximum extent possible
- **Consult opposite page for further contact guidance**

Contractor/Consultant COVID-19 health hotline:

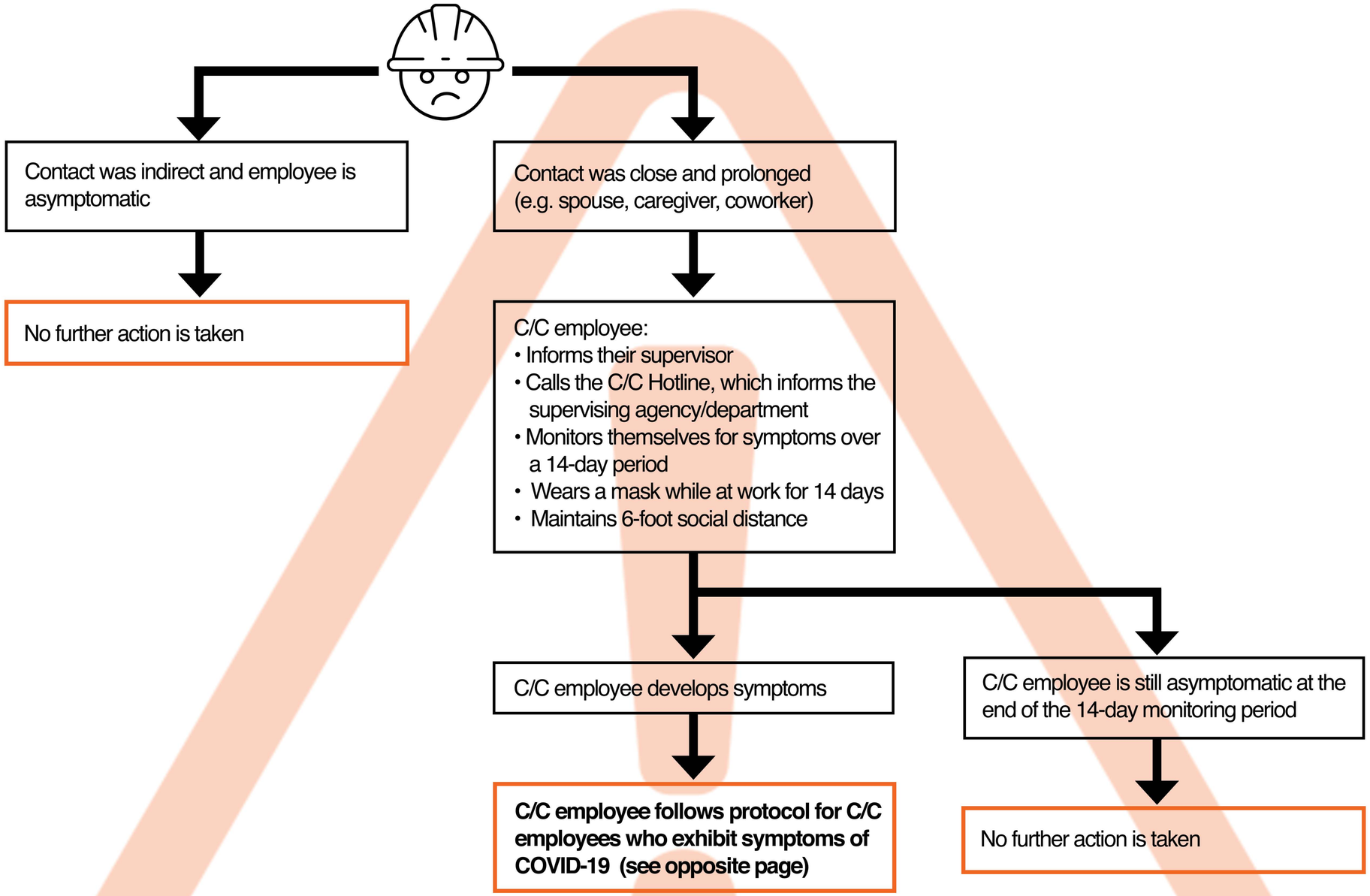
(877) 377-7059

Symptoms to look out for include fever, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat and loss of sense of smell or taste

What to do if a consultant/contractor had contact with an individual with confirmed COVID-19

MTA Construction & Development

05.15.2020



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Other scenarios for contractors/consultants

If C/C employee has recently traveled to a Level 2 or Level 3 country as designated by the CDC (including layovers)

C/C employee:
- Calls the C/C Hotline and provides the details of their travel, including their return date to U.S.
- Monitors themselves for symptoms over a 14-day period
- Remains out of work for 14 days from day of return even if not designated to quarantine by a U.S. official

If C/C employee was directed to quarantine by Federal/State/Local Authorities

C/C employee:
- Calls the C/C Hotline and provide the details of the their quarantine
- Remains out of work for the duration of the quarantine, or until they are symptom-free for 14 days, whichever is later

If C/C employee was in close contact with someone ordered to quarantine, but that person had no symptoms

C/C employee:
- Continues to go to work
- Monitors themselves for symptoms over a 14-day period