

April 6, 2020

DAILY SELF-REPORTING PROTOCOL FOR ON-SITE EMPLOYEES

In an effort to maintain the continued health and safety of all employees, Cold Chain is introducing the following self-assessment protocol. Each day we would like you to do the following:

1. Using a home thermometer, take your temperature.

You should try to take your temperature before eating, drinking, smoking, showering/bathing, or working out as this may raise your temperature. Additionally, you should take your temperature before taking fever-reducing medication (Aspirin, Tylenol, Advil, Motrin, etc.).

If you do not have a thermometer at home or need assistance, CCT has thermometers and can screen your temperature before the start of your shift. Upon arrival, let your supervisor know, and they will assist you.

Non-contact thermometers are stored in QA in MA, NV, and TN and with the Site Managers in IL and PA.

2. Review the following questions.
 - a. Is YOUR temperature 100°F or higher?
 - b. Are YOU exhibiting any cold or flu-like symptoms (fever, cough, sore throat, difficulty breathing)?
 - c. Have YOU been asked to quarantine or are you diagnosed with COVID-19?
 - d. Is anyone in your HOUSEHOLD experiencing cold or flu-like symptoms, quarantined, or diagnosed with COVID-19?
 - e. Have YOU visited or come in close contact with anyone (friends, other family members etc.) quarantined or diagnosed with COVID-19 within the last 14 days?
 - f. Have YOU traveled out-of-state (not for work) or internationally since your last work day?

If you answered YES to any of questions a-d, do not come to work. Follow the Call-Out procedure and contact your manager, supervisor, or HR representative as soon as possible to receive further instruction.

If you answered YES to questions e. or f., report to work. Upon arrival, immediately self-report to your manager, supervisor, or HR representative. They will review your information and provide further instruction.

Please do not hesitate to see your supervisor, manager, or Human Resources with any questions.