

Conduct a COVID-19 Self-assessment every morning prior to arriving to work:

If you think you have coronavirus (COVID-19) symptoms or have been in close contact with someone who has it, use this self-assessment to help determine how to seek further care.

Are you experiencing any of the following symptoms?

- Severe difficulty breathing (for example, struggling for each breath, speaking in single words)
- Severe chest pain
- Having a very hard time waking up
- Feeling confused
- Lost consciousness

**** If you are experiencing any of these symptoms call your direct supervisor and seek immediate professional medical attention. ****

BLE COVID-19 Screening Questionnaire:

All employees are to report to their Facility muster area to conduct a health assessment prior to work. BLE's COVID-19 Response Team will remain alert for symptoms such as subjective fever, shortness of breath, sore throat, coughing, and/or difficult breathing.

- Upon completion of an assessment by a representative, each employee MUST sign and date the acknowledgement section of their assessment
 - Wash their hands with soap and water prior to work
 - Disinfect respective working areas
- In the event that an employee is experiencing symptoms
 - They must seek professional medical attention
 - Be cleared by a Doctor and have the proper documentation to return to work
- In the event of employee refusal of screening
 - Will not be able to enter the facility
 - COVID-19 Response Team representative will report to Director of Human Resource

BLE Preventative Protocol

Two response team representatives will implement health screenings of all employees at their location.

- Response team representatives will administer health screening of each other before screen employees
- During screening, response team will:
 - Wear medical gloves, replace after any skin contact (i.e. touching face, employee skin)
 - Take temperature reading
 - Forehead thermometer: wipe down anywhere device made contact with skin, dispose of wipe after one use
 - Ear thermometer: dispose tip after one use, and replace with new before using again
 - Have waste basket at screening station for disposal of gloves, wipes and ear thermometer tips

BLE COVID-19 Daily Logs:

All COVID-19 Response Team Representatives must keep a daily log. Each Representative must print out a hard copy of their Log and fill in the information below:

- Employee Name
- Entry Time
- All Cleared to Work
- Acknowledgement Form signed and dated

After each daily log, the Site Representative must transpose their log entry to their electronic excel document and scan the COVID – 19 Screening Questionnaire's to the BLE Mdrive under the following path **M:\HR\Daily Questionnaires**. Site Representatives must verify that each employee is present and/or accounted for.

****Any changes to the work schedule and reporting will be communicated directly from the Human Resources Department ****

Facility/Equipment Sanitizing Effort:

All Employees are required to use the company provided disinfectant products in office areas, shop areas and when working with equipment and tools.

Social Distancing:

- Employees must stay 6 feet away from each other when applicable
- Employees required to perform work offsite must conduct the BLE COVID Screening Questionnaire prior to and upon return from the remote location
- At the end of each workday every employee is required to bring home their laptop computer and any other mobile device that is necessary to perform their work duties away from the office.

Keeping Calm through COVID Hotline:

With the heightened anxiety levels the nation is experiencing about the uncertainty surrounding this public health emergency, there is a special keeping calm through COVID hotline you can call. Trained counselors are available 24/7 and all calls are confidential. **Call 1-866-310-7977 24/7**

BLE's number one priority is to protect the health, financial security and provide clear communication to all of its stakeholders!