

## 04.06.2020

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

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



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.



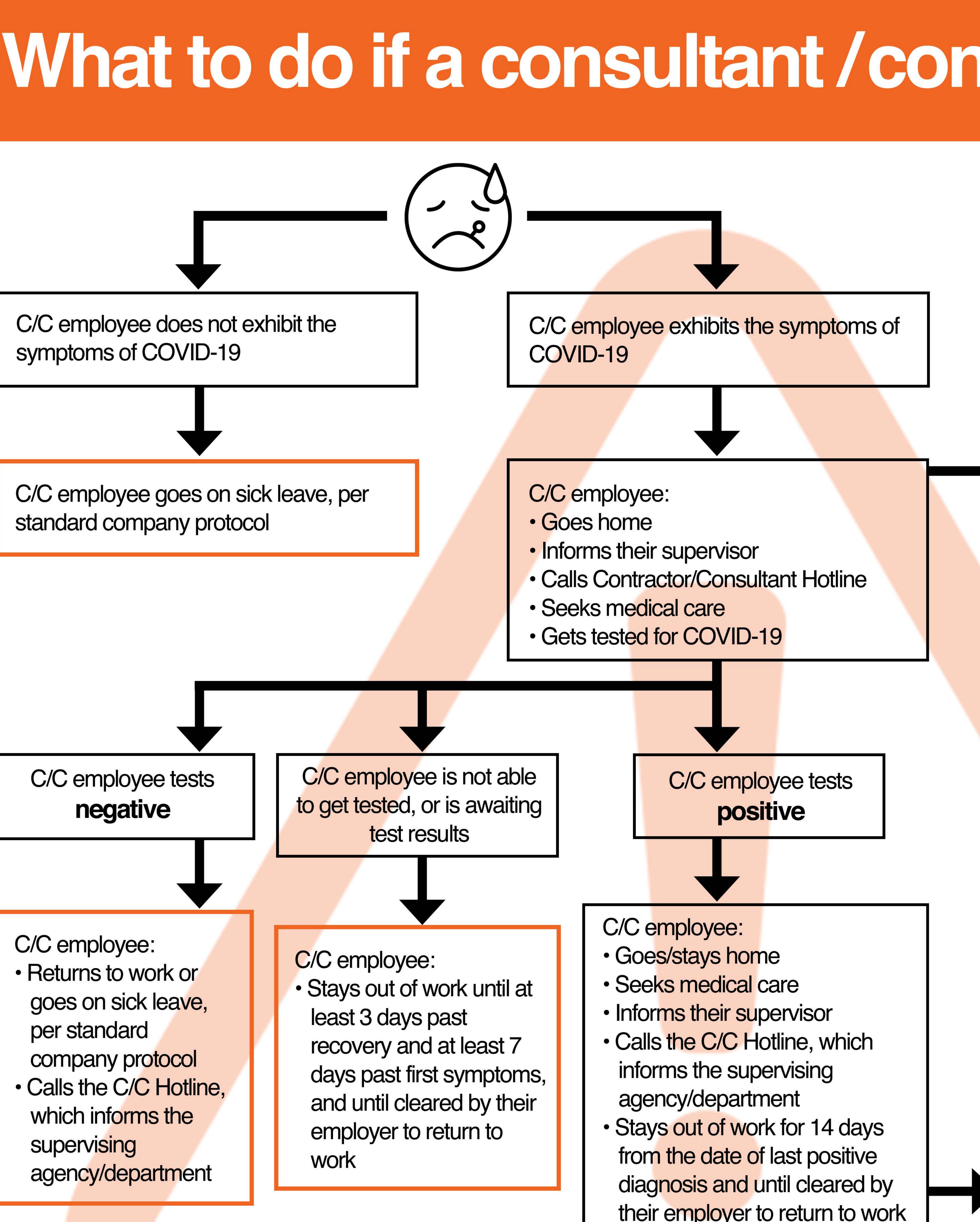
Cover your cough or sneeze with a tissue, then throw the tissue in the trash.




Clean and disinfect frequently touched objects and surfaces.

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

vork York state of Health

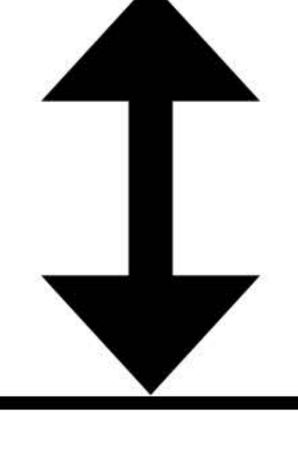




(877) 377 - 7059Symptoms to look out for include fever, cough, shortness of breath and a lost sense of smell/taste

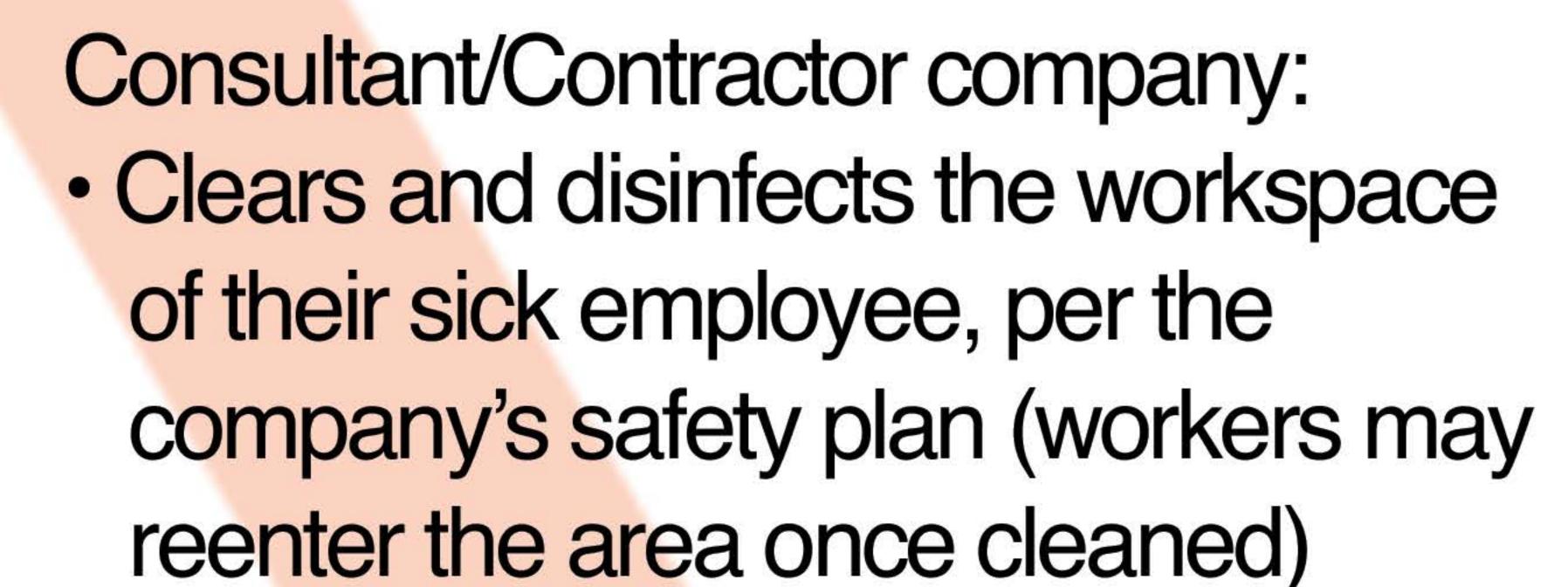
# Contractor/Consultant COVID-19 health hotline:

- 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



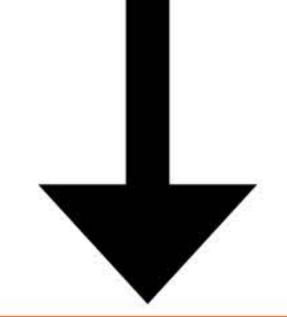
 Coordinates with duty officer to decide if others on site should be quarantined before COVID is confirmed. Considerations include length and proximity of interaction, indoor or outdoor exposure, and pre-existing health conditions.

Consultant/Contractor company:

- Quarantines all employees whose workspace is within 6 ft. of the sick employee, and those with prolonged close contact (>10 min) for 14 days
- Continues advancing the project to the maximum extent possible

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

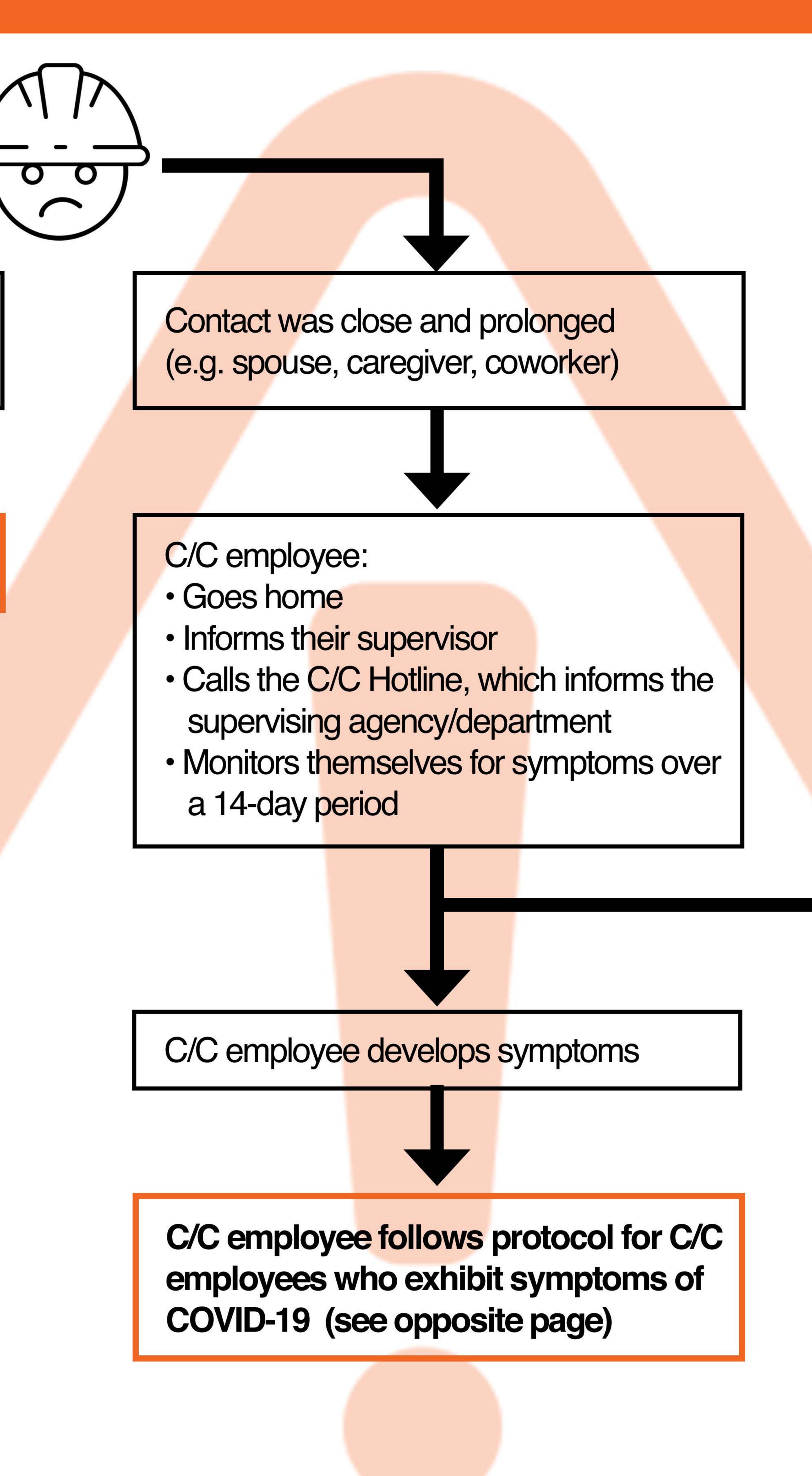
Contact was indirect and employee is asymptomatic



No further action is taken



Symptoms to look out for include fever, cough, shortness of breath and a lost sense of smell/taste



C/C employee is still asymptomatic at the end of the 14-day monitoring period

C/C employee:

- Returns to work
- Calls the C/C Hotline, which informs the supervising agency/department



04.06.2020

## 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