

**Coronavirus/COVID-19 Notification Protocols  
(Employee Quarantine and/or COVID-19 Test Status)  
(Updated December 7, 2020)**

If an employee(s) reports to work or by phone of not feeling well, the supervisor must direct the employee(s) to go home or stay at home. The supervisor must then complete the following protocols with other management staff to ensure proper precautions are being taken to support a healthy and safe work environment.

- To determine if the employee is eligible for a Coronavirus/COVID-19 leave, the supervisor must ask if the employee: A) Is experiencing COVID-19 symptoms, B) Has been ordered to quarantine, C) Has been tested and/or tested positive for COVID-19. (Most common symptoms: Fever, Dry Cough, and Shortness of Breath)
  - Supervisor immediately contacts their Manager and/or Director whom will contact the Sr. Director, Labor & Employee Relations & Compliance, Director of Safety, and Deputy General Manager. Please cc: Deputy General Manager-Human Resources and Manager of Safety.
  - Provide the last date worked (in office/at workstation, at station, work from home) and first day symptomatic, title, location, **home address, phone number, date of birth, and job duties** for the employee(s). In addition, please include if the employee used a company vehicle (car, bus, train), the last date of use **and inform the employee that a positive test for them or anyone residing in the household will be communicated to the Department of Public Health.**
    - If an employee has a family member or partner who tests positive and lives in their household, the employee will be presumed positive and subject to the applicable quarantine return to work protocols.
  - Provide any information regarding other interactions the employee may have had with others. (i.e. meetings attended, floors/rooms/stations visited, subsequent employee interactions, and if they live with or are related to other employees). **For all co-workers identified by the employee as a contact: name, address, phone number and date-of-birth for each co-worker must be reported by the Supervisor to the Director of Safety in order to complete trace reporting to the Cleveland Department of Public Health.**
  - Sr. Director, Labor & Employee Relations & Compliance and Director of Safety will direct the applicable manager(s) and/or director(s) on making notification with any employees believed to have been in contact with the affected employee(s). **For Main Office Building employee notifications:**
    - **The Safety Department will receive the listing of employees believed to have been in contact with the affected employee(s) from the applicable managers and/or director(s).**
    - **Safety Department staff will make contacts with any employees believed to have been in contact with an affected employee(s) located at the Main Office Building.**



See sample email and in-person notification:

*(Updated October 7, 2020) "We were notified today that we have an employee who is experiencing flu-like or coronavirus type symptoms. The employee was last in office/at work on M/D/Y. The employee (has or has not) tested as (negative or positive) for the coronavirus. As a precaution, the (applicable work location) was disinfected (fill in time area disinfected). This is in addition to the disinfecting that is being done on a daily basis."*

- **An employee may have COVID-19 if experiencing one or more of the following:**
  - **Fever (100.4 degrees or higher) or chills**
  - **Cough**
  - **Shortness of breath or difficulty breathing**
  - **Fatigue**
  - **Muscle or Body aches**
  - **Headache**
  - **Loss of taste or smell**
  - **Sore throat**
  - **Congestion or runny nose**
  - **Nausea or vomiting**
  - **Diarrhea**

**Whether they have tested positive or have not tested, the employee must stay home until at least three full days (72 hours) have passed since recovery (no fever without use of fever-reducing medications and improvement in symptoms) AND at least 10 days have passed since the onset of symptoms.**

- Sr. Director, Labor & Employee Relations & Compliance and Director of Safety, along with the supervisor will make immediate notification to applicable facilities maintenance staff to disinfect applicable employee areas, neighboring areas, and arrange for moving employees to an alternate work location if applicable.
- Director of Safety will contact the Department of Public Health (Cleveland, County, and Ohio) to inquire on additional information for the employee case. The Department of Public Health may contact employees who had contact with an employee who tests positive for COVID-19 to notify of potential exposure and steps to take for their medical care.
  - The supervisor should keep in contact with the affected employee regularly until they are feeling better, until their quarantined period is completed or until they have testing results for COVID-19 (if applicable). The supervisor will also communicate to the employee they must notify GCRTA immediately of testing status and any changes to their condition. A relative may contact GCRTA on the employee's behalf as well if the employee is not able to do so.
    - The supervisor will provide the employee with the Families First Coronavirus Response Act form to complete and return to GCRTA. This form is also available on the GCRTA Intranet and Myinfo.gcrta.org. The Families First Coronavirus Response Act (FFCRA)/Expanded Family Medical Leave (EFML) Form is to be sent to the Occupational Health section of the Human Resources Division. Completed forms are to be emailed to MaTia Phillips



([mphillips@gcrrta.org](mailto:mphillips@gcrrta.org)) and Nadine Dejesus ([ndejesus@gcrrta.org](mailto:ndejesus@gcrrta.org)).  
The form may also be faxed to [216-350-5289](tel:216-350-5289).

- Sr. Director, Labor & Employee Relations & Compliance and Director of Safety will report the employee situation to the General Manager/CEO, Deputy General Manager-Legal, Deputy General Manager-Human Resources, Executive Director-Marketing & Communications, Public Information Officer/Spokesperson, and Deputy General Manager-Operations/COO.
- Once the Executive Director-Marketing & Communications and Public Information Officer/Spokesperson are notified that an employee has tested positive, an employee communication and press release will be generated and sent to the General Manager/CEO, Deputy General Manager-Legal, Deputy General Manager-Human Resources, and Deputy General Manager-Operations/COO to review. Upon approval, the press release will be sent out to all Board of Trustees, Employees, Media, and Federal Transit Administration Representation.