



Brotherhood of Maintenance of Way Employees Division of the International Brotherhood of Teamsters

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July 2, 2020

Mr. James A. Squires, Chairman, President & CEO
Norfolk Southern Corporation
3 Commercial Place, Box 201
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Dear Mr. Squires:

As you know, on March 11, 2020, the U.S. declared a national emergency in response to the SARS-CoV-2 ("Covid-19") pandemic. Rail workers are essential employees and are vital to the American and global economy. The Brotherhood of Maintenance of Way Employees Division of the IBT (BMWED) has no greater concern than that of our membership's health and well-being. Rail workers around the country are on the front lines of this crisis and pay the highest costs.

The BMWED agrees with and continues to encourage our members to adhere to CDC and OSHA recommendations to help prevent workplace exposure to Covid-19. (i.e., Not coming to work sick, social distancing, wearing a mask when appropriate and when social distancing cannot be maintained). These are essential measures to be taken, but they in no way relieve the Railroad of its responsibility to provide a safe workplace. The BMWED believes that Railroads are negligent of its duties and responsibilities by not implementing safety protocols such as Pre-screening employees (e.g., measuring the employee's temperature and assessing symptoms of Covid-19 prior to starting work), contact tracing and quarantining employees exposed to other employees with positive tests, and regular testing of employees for Covid-19 and quarantining those employees that test positive.

Enclosed for your review is a white paper providing guidance we are asking all employers in the rail industry to consider implementing immediately to help prevent workplace exposure to Covid-19. These are not novel ideas and are finding their way into the general workplace to ensure protection from Covid-19. As an example, the State of Michigan requires employers to establish daily screening for their employees before they are permitted to enter the workplace. Major League baseball has tested all their employees for Covid-19. Amazon is performing temperature testing and has announced spending one billion dollars to test its employees for Covid-19. The auto companies are opening and providing temperature testing and further Covid-19 testing. And before Las Vegas opened, the entire workforce was or will be tested for Covid-19, and daily screening of employees with temperature testing will be routine.

The safety and well-being of railroad workers is a mutual interest between the Railroad and the BMWED. Should you desire the BMWED's leadership is ready to meet immediately to work collaboratively with rail management and discuss the implementation of the policies outlined in this white paper. The BMWED members will continue to show up for America and perform this essential service. In the same way, the railroad needs to start showing up for the workers and the public by ensuring that they take all necessary steps and protocols to protect them from this life-threatening disease. Thank you for your time and consideration of this request for support.

In Solidarity,

Freddie N. Simpson
President

cc: R. Sanchez D. Bogart
S. Gerie S. Alexander
J. Graham A. Sessa

Attachments

Covid-19 Guidelines for Employee Protection

Introduction

The Brotherhood of Maintenance of Way Employees Division of the International Brotherhood of Teamsters (BMWED) respectfully submits the following guidelines for consideration and adoption for the American Railroad system. BMWED makes these recommendations to create an environment that minimizes the risk of contracting or spreading Covid-19. The recommendations set forth outline guidance regarding protective measures to be used, including regular screening, diagnostic testing, personal protective equipment, cleaning and disinfecting work sites, and the appropriate response should an employee contract Covid-19 or become exposed to the virus.

The proposed recommendations were developed by using guidelines issued by the U.S. Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA).

Appendix

While these guidelines and protocols address many employment elements in the rail industry, railroad employers must consult applicable state and local public health orders as well as applicable federal and state OSHA guidelines. These recommendations intended to address the circumstances under which all track maintenance procedures can be performed safely. The BMWED recognizes that Covid-19 is a new disease, and many of the facts surrounding Covid-19 are yet to be determined. Several elements of the protocols, including testing and PPE, are subject to further discussion and agreement between the Employers and the Unions representing the employees. As circumstances change, and public health officials issue new guidance, the protocols under which track maintenance occurs may be adjusted accordingly.

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Guiding Principles

This White Paper intends to establish recommendations for rail carriers to create a safe and healthy workplace within their jurisdiction. These guiding principles may change over time. In addition to the recommendations provided in this White Paper, the Union, as well as the employers, must acknowledge the need to develop specific operational protocols and project-specific workflows.

Note: Numerous job roles are involved in the rail industry, including transportation, facilities, dispatch, machine maintenance, and many others. The term "employees" is used throughout to refer to any/all individuals who are involved in the day to day operations in the rail industry.

Note on nomenclature: To maintain consistency with public health and medical guidelines, Covid-19 refers to the name of the clinical syndrome caused by the virus referred to as SARS-CoV-2.

Guiding principles underlying these recommendations are:

- The health and safety of the public and all employees is the highest priority.
- All state, local, and federal (CDC) public health guidelines will be followed.
- To the extent possible, physical distancing shall be maintained. When physical distancing is impracticable, other risk-mitigating measures shall be taken, as described below.
- Regular, periodic testing of all employees for Covid-19 is critical for establishing a safe workplace.
- Universal symptom monitoring, including temperature screening, may be used to mitigate risk further.
- Appropriate and adequate PPE will be provided to all employees by the employer, as necessary. Disposable face masks will be replaced each day, and reusable face masks will be cleaned each day.
- Medical expertise must always guide decision making concerning testing, contact tracing, symptom screening, and similar protocols that raise medical questions.
- Infection prevention measures will be developed and applied, including physical distancing at all times when possible, enhanced sanitation (high-touch wipe down, disinfection of equipment), and hand hygiene (increased access to handwashing stations, alcohol-based hand sanitizer).
- One or more autonomous Covid-19 Compliance Officer(s) with specialized training, responsibility and authority for Covid-19 safety compliance and enforcement will be in the workplace to address issues as they arise.
- Thorough training on principles of infection prevention, PPE, physical distancing, and signs/symptoms of Covid-19 will be provided to all, with role-specific additional training as needed.
- Individual rights under applicable laws intended to protect against discrimination must be respected and safeguarded to support the maintenance of a nondiscriminatory workplace.
- Adequate staffing and space for physical distancing is essential for an effective health and safety plan.

- Performing essential activities such as track maintenance during this time may be highly stressful and cause anxiety. The implementation of mental health resources to support the wellness of those participating in track maintenance procedures may be necessary. Options could include:
 - o Emotional support hotline
 - o Telemedical health and behavioral health resources
 - o Mindfulness training; and
 - o Provision of online tools and resources.
- Paid leave policies shall be flexible and non-punitive to allow sick and quarantined employees to stay away from co-workers and the public. These paid leave policies will be implemented to encourage compliance with infection prevention guidelines.
- The National Institute for Occupational Safety and Health's (NIOSH) Hierarchy of Control will guide approaches to mitigate risk:
 - o Systems will be employed to assess the health/wellness of all personnel before entry onto the set.
 - o Engineering and administrative controls will be developed and emphasized whenever feasible.
 - o When engineering and administrative controls are not possible, personal protective equipment (PPE) is required.
- Employees must be encouraged to report problems, ask questions, and suggest solutions to enhance the workspaces' safety and productivity.
- The CDC advises that those over age 65 and those with co-morbidities consult with their healthcare providers regarding the risks of Covid-19.
- Given the dynamic and evolving nature of the Covid-19 pandemic, these interim guidelines will likely need to be modified and adapted as circumstances change.

Reopening Process

Though railroad workers have been deemed essential and never stopped performing their duties. As state and local municipalities begin to reopen, we must acknowledge the increased risk to railroad employees' safety. A strategic process may be necessary within the railroad industry sector's planning work based on risk and public health authority approval. For example, certain areas within a railroad route may be deemed a lower risk and could provide a safer work environment. Under these plans, this document addresses the following critical areas of concern:

1. Infection control
2. Protecting and supporting rail workers health and safety
3. Physical distancing
4. Training and education
5. Unique task-specific concerns

The BMWED recognizes that many of the recommendations outlined in this document represent considerable changes in current workflows and processes. The recommendations will need to be applied to specific circumstances, and their application will need to be flexible, bearing in mind the utmost priority of safety considerations on production.

Infection Control

Diagnostic Testing

Regular, periodic testing of all railroad employees will be used to mitigate the risk of the spread of Covid-19. Employers will utilize current effective testing protocols that must be developed in conjunction with and approved by the Unions as well as the railroad Employers. Unions and Employers shall rely upon medical experts for advice and guidance. As tests are developed, and others become more accurate, the testing protocols shall also change.

Personal Protective Equipment (PPE)

The BMWED always recommends face coverings in every railroad facility, workspace, and permanent and temporary work crew meeting locations. Except when not feasible, as noted below. Employers will provide all employees with face coverings at no cost and meet applicable regulatory guidelines (CDC, Public Health, NIOSH, OSHA) as appropriate. Medical masks, cloth masks, and face shields reduce the transfer of saliva and respiratory droplets to people close to the wearer. Adequate training in donning, doffing, cleaning, and safe PPE use is required. The BMWED recommends all employees be issued personal face coverings assigned to each individual and are not to be shared with others; there shall not be a common central pool of shared face shields or face coverings.

The BMWED recommends against universal glove up policies by employees. Gloves may lead to a false sense of security and increase risk, particularly due to self-contamination while donning and doffing. Instead, effective, and frequent hand hygiene with soap and water or alcohol-based hand rub is imperative, along with avoiding touching the eyes, nose, or mouth. However, gloves may be worn as infection prevention PPE when touching potentially contaminated commonly shared equipment is unavoidable and equipment cannot feasibly be disinfected (e.g., computer keyboards / electrical cables, etc.) Adequate training in glove use, including safe doffing, will be required. Non-medical (work) gloves shall be worn as usual when appropriate. PPE may be disposed of as regular (non-biohazard) waste. Ample trash receptacles shall be available, and these shall be emptied regularly.

Hand Hygiene

Hand hygiene is a cornerstone of infection prevention and will need to be practiced widely in the railroad industry work environments. Given the potential concern about transmission of Covid-19 via contact, enhanced hand hygiene measures are critical. Handwashing with soap and water is considered more effective than hand sanitizer in preventing the spread of Covid-19.

The BMWED recommends the following regarding hand hygiene:

- Employees should avoid touching their eyes, nose, and mouth.
- Handwashing facilities with running water, soap, and paper towels (dispensed using a non-touch system, if possible), adequate for the number of cast and crew, shall be available and accessible from the first day of work.
- Handwashing facilities shall be kept clean and well-stocked.
- When remote work is taking place where handwashing facilities are not readily available, mobile handwashing stations shall be provided.

- Stations with alcohol-based hand rub ("hand sanitizer") with at least 60% alcohol shall be strategically placed around work areas and readily accessible.
- Sufficient supplies of hand sanitizer shall be stocked and maintained.
- Employees shall be provided with pocket-sized hand sanitizer that can be used if hand washing or sanitizing stations are not available, such as in vehicles or remote locations.
- Employees should be trained on hand hygiene practices (washing for a minimum of 20 seconds of duration, scrubbing all surfaces).
- Management should encourage and promote opportunities for employees to practice hand hygiene and perform disinfectant wipe downs of high-touch areas.
- Hands should be washed or sanitized:
 - o Upon arriving at the job site.
 - o After blowing one's nose, coughing, or sneezing.
 - o After using the restroom.
 - o Before and after eating or drinking.
 - o After handling shared equipment or objects.
 - o After cleaning or disinfecting equipment, tools, or workspaces; and
 - o At other appropriate times throughout the workday.
- Signage should be posted prominently with instructions on how to stop the spread of Covid-19, including hand hygiene and PPE instructions.

Disinfection and Maintenance

Heightened cleaning and disinfection should be practiced. Those responsible for performing cleaning should adhere to the following recommendations and any other guidance issued by public health authorities concerning cleaning practices:

- Appropriate, EPA-registered disinfecting methods and supplies with a claim against SARS-CoV-2 shall be available in all workspaces. High-touch surfaces shall be wiped down periodically with appropriate, EPA-registered disinfectant, following the disinfectant manufacturer's instructions (e.g., safety requirements, protective equipment, concentration, contact time). Examples of high-touch surfaces are tables, doorknobs, countertops, phones, faucets, etc.
- Railroad management and a Covid-19 Compliance Officer (discussed below) will work with all departments to review and implement specific plans for the disinfection of department-specific equipment. Departments will review specific workflows and identify ways to ensure the disinfection of equipment and physical distancing (e.g., cleaning of Roadway maintenance machines, Busses, and facilities).
- All workspaces should be cleaned with increased frequency, with an emphasis on high-touch surfaces.

- o Whenever possible, minimize the use of shared equipment such as welding hoods and computer terminals. When the use of such equipment is unavoidable, hand hygiene should be performed after use.
 - o Manufacturer's cleaning instructions should be followed for cleaning of sensitive equipment such as electronics.
- Management should designate specific individuals to perform high-touch wipe down, emphasizing shared spaces and equipment.
- Shared workspaces should be cleaned daily with an emphasis on high-touch surfaces, including but not limited to break areas, shops, and eating/meal areas.
- Dedicated cleaning crews should clean common spaces at appropriate daily intervals.

Personal Equipment

- Equipment such as radios/walkie-talkies will be issued to a single employee and used exclusively by that employee for the duration of their duties.
- Equipment such as radios/walkie-talkies shall be cleaned, disinfected before being distributed, and then at least once per day. Manufacturer's suggested cleaning instructions should be followed for electronics and other sensitive items.
- Personal items or equipment that must be shared between employees must be wiped down with disinfectant between use and hand hygiene shall be performed after handling.

Vehicles

- High-touch surfaces in vehicles (e.g., steering wheels, controls, seatbelts, door handles, armrests) shall be cleaned at least once per day and before a change in operator or passenger.

Paper

- Whenever possible, the use of paper should be minimized. Alternatives such as electronic scripts and electronic sign-in/out should be explored.
- Crew lists, call sheets, production reports, and other similar documents should be electronic whenever possible.
- When the use of shared paperwork is required, hand hygiene before and after handling is recommended.

Food and Beverages

Covid-19 is unlikely to be spread through food or beverages; however, catering, crafts service, and eating within workspaces present several unique challenges.

- Those responsible for preparing and distributing food must clean their hands with soap and water or hand sanitizer prior to beginning food preparation and/or distribution and regularly after that.
- All local public health regulations regarding the preparation and distribution of food must be followed. These regulations include the use of appropriate food service PPE (hairnets, gloves, and face coverings), safe food temperatures, etc. All personnel responsible for preparing and/or distributing food must be properly certified.
- As face coverings cannot be worn while eating; adequate eating space must be provided to ensure physical distancing can be maintained during meal periods.
- Handwashing facilities and/or hand sanitizer must be readily accessible at the entrance of any designated eating area and shall be used when entering and leaving the area.
- Mealtimes should be staggered in a manner designed to avoid the gathering of large groups in the same location at the same time.
- All eating surfaces shall be cleaned and disinfected before and after use.
- Eliminate communal "buffet style" food service, including salad bars, trays of food, or any food service that requires sharing of utensils such as serving spoons or tongs.
- Meals and snacks should be served in individually packaged or wrapped portions. Avoid shared communal trays or bowls.
- Eating utensils should be disposable and individually wrapped.
- Off-sight offices, meeting rooms, and other workspaces should have infection control protocols for use, especially when used for providing impromptu meals, snacks, and coffee. Likewise, break rooms, microwaves, dishes, and food deliveries will require regular cleaning and physical distancing.
- If food is to be delivered to the job site, one or more individual(s) should be designated to receive the delivery. Appropriate PPE should be worn when interacting with the delivery person, and hand hygiene should be performed after handling the delivery. Employees who bring their food are encouraged to bring food that does not require refrigeration or heating/microwaving.
- Consider options for employees to place orders ahead of time to minimize the amount of time they must wait in a line. Consider the addition of plexiglass (or similar) barriers between servers and employees.
- Avoid using or sharing items such as menus or condiments such as salt and pepper shakers. These items should be disposable and single serve.

Beverages

- Drinks should be individually packaged. If drinks are to be dispensed from a water station, soda fountain, coffee machine, or similar equipment, receptacles should not come into contact with dispensers.

General Infection Prevention Issues

- Limit the duration of workdays and excessive consecutive workdays whenever possible.
- Physical contact should be avoided, including shaking hands, "high fives," fist or elbow bumps, or hugging. Physical contact related to employees is discussed below.
- Contractors, visitors, and vendors to work sites should be limited unless absolutely necessary. If visitors are provided access, they will be subject to the same guidance as employees, including the need for symptom screening and PPE requirements.
- Union representatives exercising their rights to visit workspaces will be subject to the safety guidelines required of a visitor.
- All employees should avoid touching their eyes, nose, or mouth.
- In indoor spaces, ventilation systems and other measures should be used to increase the circulation of outdoor air as much as possible (e.g., by opening windows and doors, using fans and other methods).
- Stagger employees shift start and quit times to limit the number of individuals arriving at and departing from work simultaneously.

Protecting and Supporting Employees Health and Safety

Designated Covid-19 Compliance Officer

- An autonomous Covid-19 Compliance Officer(s) with specialized training and responsibility and authority for Covid-19 safety compliance and enforcement will be in the workplace to address issues as they arise. Covid-19 safety plan oversight and enforcement shall be the principal responsibilities of the Covid-19 Compliance Officer(s), provided they may be assigned additional responsibilities related to workplace safety.
- Covid-19 Compliance Officers will undergo specialized training on health and safety precautions, policies, and procedures related to infection prevention practices, including Covid-19 prevention, disinfection, and PPE.
- Specific duties and responsibilities of the Covid-19 Compliance Officer(s) may include, but are not limited to, overseeing and monitoring physical distancing, testing, symptom monitoring, disinfecting protocols, and PPE education, protocols and adherence and such other duties as may be determined by the employer. A Covid-19 Compliance Officer shall always be accessible in the workplace during work hours, and all personnel should have access to the Covid-19 Compliance Officer(s). All employees shall be informed who the Covid-19 Compliance Officer is and how to contact him or her.
- In addition to the Covid-19 Compliance Officer, there should be a communication/ hotline system to respond to all employee's safety questions and concerns. The system shall allow for anonymous reporting.

- Productions should consider engaging a board-certified infectious disease physician or infection preventionist with certification in infection control (CIC) to assist with the development of specific workflows and operational implementation.
- Employees shall not be discharged or disciplined for reporting concerns about Covid-19 or other safety issues in good faith.

Symptom Screening

Screening employees, contractors, visitors, and vendors for Covid-19 through temperature checks and visual scans is one strategy employers can implement to protect the work environment. Screen ALL individuals entering any facility prior to the start of each work shift and before any individual physically enters the workplace. Note: Temperature screening is a time-intensive process. Depending on the space available and the layout of the workplace, multiple screening stations may be necessary.

•Temperature Based Screening

- o Before screening begins, the screener should wash their hands with soap and water for at least 20 seconds or, if soap and water are not available, use hand sanitizer with at least 60 percent alcohol. The Screen should also wear the appropriate Personal Protective Equipment (PPE) that may consist of gloves, gowns, eye/ face protection, and respiratory protection, or any combination thereof.
- o The screener makes a visual inspection of the employee for signs of illness, which could include flushed cheeks or fatigue, and confirms the employee is not experiencing coughing or shortness of breath.
- o Measure and record the body temperature of the individual prior to entering the facility.
 - When using a thermometer that requires physical contact with an employee, use a clean pair of gloves for each employee, and ensure that the thermometer is thoroughly cleaned between each screening. Follow these directions: Remove and discard gloves, wash hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60 percent alcohol.
 - Screening Results: Employees, visitors, and vendors with a temperature of 100.4°F or greater should immediately be separated from other people in the workplace, sent home and advised to contact their healthcare provider.

Questionnaire-based Screening

The questionnaire can be given in-person or online. An in-person questionnaire is more time-intensive for the employer and requires protections and distancing measures to be in place between the screener and the employee. The online questionnaire method, implemented through a platform such as Google forms, may also be time-intensive but removes concerns about in-person interactions.

SAMPLE ASSESSMENT QUESTIONNAIRE

All employees, contractors, visitors, and vendors will be required to participate in daily symptom monitoring prior to arriving on set or at their workspace. Recommended options include electronic surveys, manual screening, and/or temperature spot-checks. Productions shall emphasize and reinforce to all employees, contractors, visitors, and vendors that working while sick with symptoms of Covid-19 is not permitted. This should be part of the training, set orientation, and reinforced with posted signage and frequent reminders.

Development of Symptoms

- Employees, contractors, visitors, and vendors are expected to immediately report to a designated person or persons (such as the Covid-19 Compliance Officer or such other person designated by the Manager) if they are experiencing, or a member of their household is experiencing, symptoms of Covid-19. If a cast or crew member is experiencing symptoms or has come into close contact with someone who has tested positive for Covid-19 either on or off-site, they must report to their employer and follow the employer's contact tracing guidelines.
- If a cast or crew member develops symptoms of Covid-19 when off-site, they must not go to work and should immediately contact their healthcare provider. Anyone who reports to work with symptoms of Covid-19 will be instructed to return home and contact their healthcare provider.
- Cast and crew must be notified if they have been exposed to an individual who has exhibited symptoms of Covid-19 or who has tested positive for Covid-19.

Leave Policies

Paid leave policies shall be flexible and non-punitive to allow sick and quarantined employees to stay away from co-workers and the public. These paid leave policies will be implemented to encourage compliance with infection prevention guidelines.

Physical Distancing

Limiting face-to-face contact with others is the best way to reduce the spread of Covid-19. Employees must practice physical distancing whenever possible. Physical distancing involves maintaining a distance of at least 6 feet from any other person at all times, except when doing so is incompatible with one's job duties (see below). Employees should avoid congregating in groups. When practical, separate work locations into zones to facilitate physical distancing.

Visible physical indicators (e.g., cones, duct tape, or signage) marking 6 feet of distance should be placed in areas where people must congregate, such as job briefing locations, time clocks, eating/meal areas, etc.

Meetings

Use phones, video conferencing, or similar technologies for meetings whenever possible. Avoid people gathering around a computer to watch together.

Working Remotely (Telecommuting)

Temporarily and without diminishing work opportunities, consider remote work/telecommuting opportunities for employees. This should only apply to those who can perform their job duties effectively while working remotely/ telecommuting.

Shared Workspaces

To the extent possible, reduce crowding of all shared workspaces (e.g., computer terminals) to keep people 6 feet apart. If physical distancing cannot be maintained, all individuals must wear face coverings and should practice hand hygiene.

Training and Education

- The BMWED recommends that training in the employer's Covid-19 plan to reduce infection risk be mandatory on or before the first day of employment.
- All employees should be educated about the signs and symptoms of Covid-19 as part of their training. People with Covid-19 have reported a wide range of symptoms, ranging from mild to severe. Signs and symptoms include the following:
 - o Fever
 - o Cough
 - o Shortness of breath or difficulty breathing
 - o Chills
 - o Repeated shaking with chills
 - o Muscle pain
 - o Headache
 - o Sore throat
 - o New loss of taste or smell
- All employees should receive dedicated training on the following topics:
 - o PPE, with a focus on safe donning and doffing
 - o Hand washing, including proper techniques
 - o Environmental cleaning and disinfection, including high-touch wipe down
 - o Policies and procedures related to Covid-19 on set or in offices
 - o Psychological impact of the crisis
 - o Protecting yourself at home
 - o Preventing cross-contamination
- Post signage in all workspaces where employees gather to reinforcing training principles.

Transportation

- Private (i.e., personal) or railroad provided transportation to and from work sights, offices and locations should be prioritized over mass transit/public transportation whenever possible. All drivers and passengers should wear face coverings and maintain social distancing to the extent possible. High touch surfaces in vehicles shall be cleaned and disinfected frequently throughout the day.
- If neither private nor production-provided transportation is available or reasonably practical under the circumstances, public transportation may be used.

- At all times while in transit, employees should wear face coverings per local public health guidance. Whenever it is reasonably possible to do so, employees shall maintain a distance of at least 6 feet from the driver and other passengers. Upon disembarking, employees should promptly practice hand hygiene.
- If public transportation is used, travel should be arranged to avoid peak travel times, if practical.

Special Considerations for Travel

Traveling or system production work crews (SPG), presents many unique circumstances and challenges. Given the changing nature of the Covid-19 pandemic, individual countries are likely to have separate travel restrictions to and from the United States. Individual states and counties will also have different restrictions in their jurisdiction. Pandemic "hot spots" may change rapidly, necessitating alterations in plans. Employees assigned to SPGs need to be made aware that, should circumstances change in the location, they may be subject to travel restrictions, including enforced quarantine.

- Minimize travel to the extent possible. When travel is necessary, attempt to minimize frequent back-and-forth travel. Efforts to keep employees working in the state they reside in should be made.
- Identify local medical personnel in advance that could assist with the care of employees in the event of Covid-19 symptoms.
- Management shall monitor local outbreaks and trends, including local public health guidance and restrictions on travel to and from the U.S., and keep employees informed.
- Whenever possible, those traveling for work should not bring family members or other non-essential personnel.
- Air travel shall be booked only on airlines whose policies comply with the Federal Aviation Administration's regulations concerning Covid-19.

Reporting

Reporting of overall metrics around Covid-19 does not violate HIPAA laws. Therefore, to evaluate the effectiveness of these procedures and protocols, information is to be shared with the Unions in the following universal format:

- The total number of employees tested for Covid-19 broken and categorized weekly, annually, as well as by craft (YTD).
- The total number of positive, negative, and pending tests for Covid-19 categorized weekly, annually, as well as by craft (YTD).
- The total number of employees on personal leave (i.e., child or sick family care) for Covid-19 categorized weekly, annually, and by craft (YTD).
- The total number of employees on medical leave for Covid-19 categorized weekly, annually, as well as by craft (YTD).
- The total number of employees that have recovered /returned to work categorized weekly, annually, as well as by craft (YTD).