



# PREVENTING COVID-19 IN THE WORKPLACE

---

## I. OBJECTIVE

The purpose of this policy is to ensure the safety of NewFields staff<sup>1</sup>, contractors, clients, and community by preventing infection and spread of Coronavirus Disease 2019 (“COVID-19”) in NewFields offices, client offices/sites, and fieldwork sites. NewFields staff and contractors are expected to abide by this policy. Violations of this policy can result in consequences up to and including termination of employment or contract (in the case of contractors). Employees and contractors are also expected to report any known or perceived violations of this policy to their NewFields project manager, supervisor, or anyone listed in the “Contact Information” section of this policy. NewFields prohibits retaliation of any kind against any employee or contractor who, in good faith, reports violations or perceived violations of this policy. NewFields will not reprimand, penalize, or otherwise retaliate against an employee or contractor for such protected activity. If an employee or contractor feels that he or she has been retaliated against for opposing or reporting such conduct or for participating in or cooperating with an investigation into such conduct, he or she should promptly report such actions to anyone listed in the “Contact Information” section of this policy or to the NewFields Ethics Committee.

NewFields staff and contractors are expected to follow this policy and the guidance herein even after state and local governments lift their “shelter-in-place” orders and allow individuals to return to their workplaces. NewFields is dedicated to doing its part to protect its employees, contractors, and clients by taking all steps that may prevent further spread of the COVID-19 virus and future up-ticks in infection rates. The guidance and expectations set forth in this policy are intended to be permanent and should be followed until and unless this policy is revised or revoked.

## II. BACKGROUND

The safety and well-being of NewFields staff, contractors, clients, and community is of paramount importance at all times, but especially during the COVID-19 virus pandemic. COVID-19 is a viral disease caused by the Severe Acute Respiratory Syndrome Coronavirus (SARS-Cov-2). First discovered in China, it has spread to most countries around the world. Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as “asymptomatic cases”, have experienced no symptoms at all. According to the United States Centers for Disease Control and Prevention (CDC), symptoms of COVID-19 may appear in as few as two days or as many as 14 days after exposure.

## III. PREVENTING INFECTION AND SPREAD OF COVID-19

NewFields staff and contractors must follow these protocols:

- Business or personal travel should be taken only where you understand what restrictions might apply to your plans. Some states will require quarantine or registration in a state portal upon entrance or re-entry.

---

<sup>1</sup> NewFields staff includes both employees and Members (often referred to as “Partners”).



NewFields expects all staff and contractors to follow applicable law. If you are required to quarantine due to your travel itinerary, you must do so.

- Practice good hygiene by washing hands thoroughly and frequently with soap and water or alcohol-based hand sanitizer with 60-70% alcohol content (check expiration date to ensure alcohol content does not fall below 60%).
- Practice social (physical) distancing techniques such as remaining out of public settings, avoiding gatherings of more than 10 people<sup>2</sup>, and maintaining (approximately 6 feet or 2 meters) from others when possible.
- Wear a mask when in public settings<sup>3</sup>, including at a client site or to perform fieldwork. The mask must *at a minimum* meet CDC Guidelines found here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>. For more information on face masks, see Section IV of this policy.
- Work only at your own desk or workspace and do not share desks or workstations with others.
- Where equipment must be handled by more than one person (i.e. copiers, printers), all touch-spaces must be wiped down between use. NewFields also encourages staff to wash hands following handling shared equipment, materials, handrails, door handles, etc.
- Wipe down your desks, computers, and office supplies with alcohol or other disinfecting wipes, daily. High touchpoint surfaces such as door handles must also be wiped down throughout the day.
- Do not report to work if you (or anyone in your household) exhibit *any* symptoms of illness or if you have had close contact<sup>4</sup> with an individual who has been confirmed or diagnosed as possibly having COVID-19. (A fully vaccinated employee<sup>5</sup> may continue to report to work after potential exposure to COVID unless the employee experiences symptoms of COVID). If you exhibit the traditional symptoms of COVID-19, you should also contact your healthcare provider by phone for further guidance.
  - The CDC has identified the following as symptoms of COVID-19: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell. For an up to date symptoms list visit: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Self-isolate for a minimum of 10 days if you have been confirmed or diagnosed as possibly having COVID- 19

---

<sup>2</sup> NewFields staff and contractors should avoid even gatherings of 10 or fewer people where space does not allow for adequate social distancing.

<sup>3</sup> “Public settings” include all outdoor and indoor areas where you encounter (or might encounter) others at a distance of less than 6 feet. This means, among other things, that you must wear a mask at all times when inside an office building unless you are alone in your own private office.

<sup>4</sup> Close contact means any of the following: (1) contact within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period starting from two days prior to illness onset (or two days prior to test specimen collection for asymptomatic patients) until the time the patient is isolated; (2) having direct contact with infectious secretions such as being coughed or sneezed on; (3) providing care at home to someone who is sick with COVID; (4) having direct physical contact with a person who has COVID (i.e. hugging or kissing); or (5) sharing eating or drinking utensils with someone who has COVID.

<sup>5</sup> “Fully vaccinated” means two weeks after the second dose of the Pfizer or Moderna vaccine or after the first dose of the Johnson & Johnson vaccine.



by a healthcare provider. You should isolate a minimum of 10 days after symptoms first appeared *and* until you have been fever-free for 24 hours without the use of fever reducing medication *and* until all other COVID symptoms have begun to improve. If you are asymptomatic, you should isolate for a minimum of 10 days after receipt of your first COVID-positive test result. Note that current CDC guidance is that individuals with severe COVID symptoms can continue to shed the virus beyond 10 days and should isolate for up to 20 days. Similarly, individuals who are immunocompromised may need to isolate for longer than 10 days and should contact their healthcare provider for guidance. In addition, you must inform NewFields Human Resources Department if you were in contact with any NewFields employees, contractors, or business partners, or were present at a NewFields client site, in the two days prior to the date that you first exhibited symptoms or two days prior to the date on which you took your first COVID-positive test if you are asymptomatic.

- If you have come into close contact with an individual who has COVID, you should quarantine for a minimum of 14 days after last exposure to that individual, unless you have been fully vaccinated. Individuals who are in quarantine due to potential exposure to someone who is COVID-positive or presumed positive may be end quarantine at or after 7 days if they receive a negative test result from a test taken 3 to 5 days after the potential exposure.
- NewFields is committed to keeping its staff and contractors safe, but we do not know your personal circumstances. If your work requires you to leave home but your personal health situation is such that your doctor, published CDC advisories,<sup>6</sup> or your local authorities recommend that you stay at home, please contact the Human Resources Department. We do not need to know the exact nature of your circumstances, but want to ensure that all health-related needs are addressed properly.
- Ensure that all NewFields contractors (and any sub-subcontractors) have a copy of this policy.
- Inform your NewFields supervisor and/or project manager if you believe you are unable to report to work or perform the services for which you have been employed or contracted due to the requirements of these protocols.

#### IV. USE OF FACE MASKS

The CDC continues to study the spread and effects of the novel coronavirus across the United States. Studies indicate that a significant portion of individuals with coronavirus lack symptoms (“asymptomatic”) and that even those who eventually develop symptoms (“pre-symptomatic”) can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. In light of this new evidence, the CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission. The CDC continues to maintain, however, that it is still critical to practice 6-foot social distancing to slow the spread of the virus.

---

<sup>6</sup> The CDC currently recommends vulnerable individuals, people 65 years and older and those with underlying medical conditions (particularly if not well controlled) such as chronic lung disease or moderate to severe asthma, those with a serious heart condition or are immunocompromised, with severe obesity (BMI or 40 or higher), people with diabetes, chronic kidney disease undergoing dialysis and people with liver disease, should continue to shelter-in-place and work from home. These individuals are most vulnerable to bad outcomes if contracting disease.



The cloth face coverings recommended by the CDC are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

NewFields staff who intend to leave their homes for a work-related reason, including but not limited to fieldwork, are expected to abide by the CDC guidelines and wear face masks in public settings<sup>7</sup>. For this purpose, NewFields recommends the following when considering the use of face masks:

- Select a face mask type and size that will fit your face properly and cover both your nose and mouth while allowing you to breathe comfortably.
- The mask must *at a minimum* meet CDC Guidelines found here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.
- Wash your hands thoroughly before handling the face mask or touching your face.
- Be sure to secure the mask to your face properly.
- Avoid loose fitting masks or materials, if possible, as this may lead to the mask or covering slipping down your face.
- Resist the temptation to bring your hands to your face to adjust or reposition the mask or covering as this may bring your unwashed hands in contact with your eyes, nose or mouth.
- Wash your hands thoroughly before removing your mask.
- Wash and dry the mask frequently if it is made of a washable material. If not washable, you should take other steps to de-contaminate the mask.
- Store the mask in a clean environment such as a resealable bag or baggie.
- Do not reuse the mask if it has become damaged, wet, or makes breathing difficult.
- If you are provided a face mask by NewFields, you may choose to wear the one provided or one of your own choosing, as long as it meets the guidelines listed above.

## V. TEMPERATURE CHECKS

In an effort to proactively identify potential illness, prevent potential exposure to others, and as required by some work locations, NewFields staff and contractors (who are performing fieldwork and/or reporting to an office or client site) must periodically conduct self-administered temperature checks. In addition, temperature checks may also be performed by client representatives prior to entry to a work site and periodically throughout the work shift. NewFields staff and contractors must follow these protocols with respect to temperature checks:

---

<sup>7</sup> “Public settings” include all outdoor and indoor areas where you encounter (or might encounter) others at a distance of less than 6 feet. This means, among other things, that you must wear a mask at all times when inside an office building unless you are alone in your own private office.



- On any day that you will be working outside your home (i.e. at a NewFields office or client site), you must self-administer temperature checks before work each day (before leaving your home or accommodation) and also at a minimum two to four times per shift (unless on a client-site and the client administers periodic temperature checks, in which case you need not perform additional temperature checks during the shift).
- All temperature screenings should be performed using a non-invasive temperature scanning device or a standard thermometer. If a standard thermometer is to be used, it will be thoroughly disinfected with a solution containing at least 60-70 percent alcohol.
- If your reading is within the normal range (<100.4 F) and you are not experiencing symptoms of illness, you may continue to work as previously planned.
- If your temperature reading is high ( $\geq 100.4$  F), document the reading using the form at Exhibit 3 and do not report to work or a field/client site (you are not required to provide this form to anyone within NewFields). Remain or return home and contact your personal care physician by phone for guidance and instruction. Also inform your supervisor that you will not be reporting to work and contact the Human Resources Department. Your medical condition will remain confidential information.
- Use the form at Exhibit 3 to log your temperature checks if the client whose project you are working on requires keeping such a log. If the client has another form that the client prefers, use that form.

## VI. WHAT TO DO IF YOU BELIEVE YOU MAY HAVE OR HAVE BEEN EXPOSED TO COVID-19

If you are experiencing symptoms of COVID-19, you should contact your healthcare provider, follow the provider's instructions, and do not report to work during the time you are experiencing such symptoms. In addition, all NewFields employees and contractors must self-isolate for a minimum of 10 days if you have been confirmed or diagnosed as possibly having COVID-19 by a healthcare provider (including an actual diagnosis or a "presumptive positive,"). If you have COVID symptoms, you should isolate for a minimum of 10 days after the onset of symptoms *and* until you have been fever-free for a minimum of 24 hours without using fever-reducing medications *and* until all other COVID symptoms are improving. Asymptomatic individuals should isolate for a minimum of 10 days after the first positive COVID test result. Note that current CDC guidance is that individuals with severe COVID symptoms can continue to shed the virus beyond 10 days and should isolate for up to 20 days. Similarly, immunocompromised workers may wish to isolate for a longer period and should contact their health care provider for guidance.

If you have come into close contact with an individual who has COVID, you should quarantine for a minimum of 14 days after last exposure to that individual; fully vaccinated individuals need not quarantine after exposure unless they experience symptoms of COVID. Individuals who are in quarantine due to potential exposure to someone who is COVID-positive or presumed positive may end quarantine at or after 7 days if they receive a negative test result from a test taken 3 to 5 days after the potential exposure.

If you are able, you may tele-work during this time but are not required to work while you are ill. Employees may be eligible for NewFields or government-mandated paid leave if you are unable to tele-work during this time. For more information, see (i) Employee Rights under the FFCRA and (ii) American Recovery Plan Act, 2021 (ARPA):



FFCRA Extension Packet, attached to NewFields Infectious Disease Manual as Attachments C<sup>8</sup> and D respectively.

In addition, if you are COVID positive or presumed positive, you must inform NewFields Human Resources Department if you were in close contact with any NewFields employees, contractors, or business partners, or were present at a NewFields client site, in the two days prior to the date that you first exhibited symptoms or two days prior to the date on which you took your first COVID-positive test if you are asymptomatic. If you are presumed to have COVID-19 by a healthcare provider or have tested positive for COVID-19, you will be asked to complete a COVID-19 Potential Contact Form. (See Exhibit 1.) Information regarding your COVID-19 diagnosis or exposure will be kept as confidential as possible but may be disclosed if required by law or otherwise needed for contact tracing.

See the attached Preventing COVID-19 in the Workplace Chart at Exhibit 2 for further details regarding what to do if you believe you may have or have been exposed to COVID-19.

## VII. SHELTER-IN-PLACE/STAY-IN-PLACE LAWS & REGULATIONS

NewFields staff and contractors are expected to abide by all applicable federal, state, and local laws, including those regarding shelter-in-place and/or stay-in-place. If there is such a mandate in the area where you live or into which you must travel for work, you must inform NewFields and only proceed if your work is an exception to the applicable mandate. If you are in doubt, contact your NewFields project manager, the Legal Department, or the Health & Safety Manager before proceeding.

If NewFields offices are closed due to NewFields policy or federal, state or local laws related to COVID-19, employees and contractors who are working from home should refrain from leaving home for any work-related reason unless such reason is deemed essential. If you are unsure whether your work-related matter is essential, please contact your NewFields project manager and/or the Human Resources Department.

If you must leave home for an essential work-related reason, you must contact the Legal Department beforehand for a letter exempting you from any applicable shelter-in-place mandates.

## VIII. LOCAL WORKPLACE PLANS

POD Presidents will be responsible for ensuring that each of their office locations has a Local Workplace Plan. The Local Workplace Plan must follow any state or local regulations or orders related to the opening of workspaces and gathering of groups of people. Consult your state and local government webpages (including the state governor's, city mayor's, and local city council's webpages) to determine what regulations apply to your plans to re-open the office.

In addition, the POD President can (and should) seek input from local office leaders in order to address each office's specific needs given the type of work performed at that location as well as the circumstances of its surrounding community. The Local Workplace Plan must promote the health and well-being of staff and the surrounding community while also being attentive to the needs of the business. The Local Workplace Plan for each office must be submitted to the COVID Response Team for review. In developing the Local Workplace Plan for each office the POD should, at a minimum, address the topics listed below.

---

<sup>8</sup> Mandatory FFCRA benefits expired 12/31/21. Although NewFields has voluntarily extended emergency leave under the ARPA, attachment C is obsolete as of the date of this revised policy and some of its guidance may no longer apply.



1. **The Office Space** – make sure the building itself is ready for occupancy. In addition to ensuring cleanliness, leadership should survey to the best of their abilities all mechanical, water, fire safety, HVAC, and other systems for damage while the office space was unoccupied and contact the landlord or building manager immediately with any concerns regarding these systems. Work with building management to determine best practices for arrivals and departures, common areas, and regular (thorough) cleaning of the workspace.
2. **Assess the workforce** – determine who should return to work first, and why. If possible, develop staggered schedules and be prepared to accommodate those who are physically vulnerable or otherwise concerned about returning to work. Consider whether some employees may continue to work from home periodically or for the foreseeable future.
3. **Access** – determine whether new policies should be established for access to common areas. Also consider a plan for access to the office by visitors and vendors, including ensuring that appropriate social distancing can be maintained, close contact can be avoided, and that the visitors will take appropriate steps for protecting NewFields employees, including wearing masks while in the office if maintaining a minimum distance of less than 6 feet between office occupants is not practicable or feasible.
4. **Plan for social (physical) distancing** – consider staggering arrivals or workdays, so fewer employees are in the office at any one time. Space desks as necessary to ensure that employees can remain apart both while working and while entering and exiting the office.
5. **Reduce touchpoints and increase cleaning** – plan to leave doors open if possible (and if it will not compromise office security) and provide supplies for quick sanitizing of common touchpoints. Cleaning plans should include plans to disinfect all frequently touched surfaces in the workplace, such as light switches, workstations, keyboards, telephones, handrails, shared equipment, and doorknobs. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.<sup>9</sup> (See Workplace Cleaning and Disinfecting below).

Discourage workers from shaking hands and using other workers' phones, desks, offices, or other work tools and equipment, when possible. Provide hand sanitizer and disposable wipes in multiple locations.

6. **Have a communication plan** – keep in constant contact with your staff, so they are aware of the steps you are taking to protect them and the surrounding community. Plan to communicate when staff are not following the Local Workplace Plan and/or other NewFields COVID-19 related policies.
7. **Create an Exposure Control Plan** – this plan will address what will occur if someone who has been in the office tests positive for or is presumed by a healthcare provider to have COVID-19.
8. **Policy Certification** – require your staff to review this policy and provide you with an executed policy certification before returning to the office.

Each POD will be responsible for implementing their Local Workplace Plans once they have been approved by the COVID Response Team. PODs must consider all reasonable concerns from vulnerable individuals, including requests to work-from-home or to avoid certain worksites where a risk of COVID exposure may be increased. Any

---

<sup>9</sup> For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#). Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).





such requests that have not already been made to the HR Department must be shared with the HR Department and the HR Department will ensure that the concern is handled appropriately.

## IX. WORKPLACE CLEANING AND DISINFECTING

NewFields' workplace cleaning will continue to be conducted on regularly scheduled intervals by existing commercial or building management cleaning arrangements. These cleaning cycles will be supplemented by the more frequent cleaning and disinfecting of frequently touched surfaces. Disposable gloves will be worn by those cleaning the workplace. Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting surfaces after cleaning kills germs on surfaces. Routine cleaning of frequently touched surfaces throughout the day will be conducted with respect to level of use. High touch surfaces include tables, doorknobs, light switches, countertop, handles, desks, phones, keyboards, toilets, facets, sinks, etc. Each NewFields office location will make arrangements with a commercial cleaning service provider or designate people within the office to perform routine cleaning of common touch points.

In addition, the CDC also recommends disinfecting frequently touched surfaces by using [EPA-registered household disinfectant](#). Follow the instructions on the product label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for a period of time (see product label). Precautions such as wearing gloves and making sure there is good ventilation during product use. See NewFields HSE SOP 13 Hazard Communication for additional guidance on product use and storage.

OSHA requires employers to provide a workplace which is free from recognized hazards that are causing or likely to cause death or serious harm. The CDC also advises that steps be taken to mitigate possible spread of COVID when a COVID positive or presumed positive Team Member has been present at a NewFields office. These steps can range from a targeted deep cleaning to full office closure. It is difficult to set a rule regarding when deep cleaning or office closure is required, given the different levels of possible contamination. Office administrators should use best judgment in making these decisions, and should follow CDC guidance that can be found here: [Cleaning and Disinfecting Your Facility](#) (see chart on "Cleaning and disinfecting your building or facility if someone is sick.")

In summary, steps that should be taken to mitigate transmission of COVID if a COVID positive or presumed positive individual has been present at the office within seven (7) days<sup>10</sup> should include one or more of the following:

- Close off areas (i.e. personal offices) used by the person who was sick.
- Open doors and windows for increased ventilation, if possible
- Wait 24 hours to clean or disinfect; then, clean and disinfect all areas used by the person who was sick, such as bathrooms common areas, shared electronics and equipment, etc. Wear gloves while cleaning and follow manufacturers recommendations on the proper use, compatibility and storage of cleaning products. EPA-registered disinfectants can be found here: [Disinfectants for use against SARS-CoV-2](#).
- If vacuuming, use a vacuum with a HEPA filter, and do not vacuum while other people are present in the room.
- Temporarily turn off in-room, window or wall-mounted air conditioning or fans; do not deactivate central HVAC systems as they have filtration capabilities.

---

<sup>10</sup> Current CDC guidance is that if more than 7 days have passed since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.





## X. FIELDWORK

Much of NewFields' work that takes place on client sites or out in the field ("fieldwork") is considered essential by local governments, as well as the federal government. Therefore, such work can often still be performed when there are shelter-in-place type mandates in effect. However, whether or not such a mandate is in effect, NewFields expects its staff and contractors performing fieldwork to follow the guidelines in BP-4 Field Work and Infectious Disease attached to NewFields Infectious Disease Manual as Attachment B.

## XI. POLICY UPDATES

This policy may be updated at any time via email. Since issues related to COVID-19 are evolving quickly, it is the responsibility of NewFields staff and contractors to stay informed by checking and reading email frequently. Staff should forward any contractor-related updates to contractors on their projects.

## CONTACT INFORMATION

Contractors and subcontractors: contact information for NewFields' Human Resources Department, Legal Department or COVID Response Team is available from your Project Manager or supervisor.



**CERTIFICATION**

I have read NewFields Preventing COVID-19 in the Workplace Policy ("Policy") and I agree to abide by that Policy.

\_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

## COVID-19 POTENTIAL CONTACT FORM

NewFields will not share your name or any other personally identifiable information when it warns those with whom you may have been in contact about their potential exposure. **For that reason, we also ask that you not put your name anywhere on this form.**

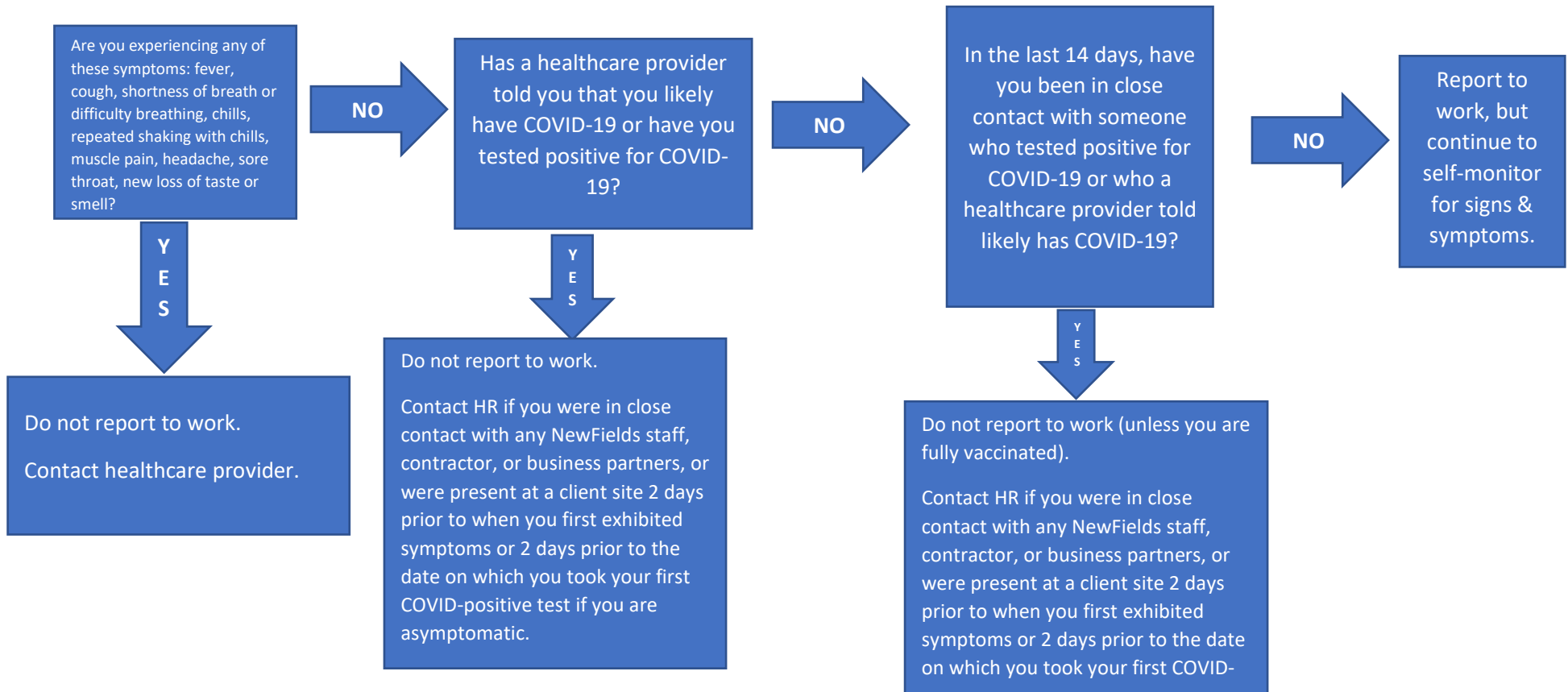
For the questions below, please answer to the best of your ability with respect to your NewFields' work (use anything you can to remind you of where you have been, such as looking at your calendar). We also encourage you to communicate with those in your community about their potential exposure to COVID-19.

Approximate date you began to feel symptoms or illness (write "no symptoms" if applicable): \_\_\_\_\_

List all NewFields offices in which you were physically present over the 2 days prior to when you began to feel symptoms (or before the date of your first COVID positive test if no symptoms) and the dates during which you were present.					
List all client sites/offices in which you were physically present over the 2 days prior to when you began to feel symptoms (or before the date of your first COVID positive test if no symptoms) and the dates during which you were present.					
List all NewFields employees, clients, contractors, or business partners with whom you came into close contact over the 2 days prior to when you began to feel symptoms (or before the date of your first COVID positive test if no symptoms) and the dates on which you came into contact with them.  <b>Close contact</b> means any of the following: (1) contact within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period starting from two days prior to illness onset (or two days prior to test specimen collection for asymptomatic patients) until the time the patient is isolated; (2) having direct contact with infectious secretions such as being coughed or sneezed on; (3) providing care at home to someone who is sick with COVID; (4) having direct physical contact with a person who has COVID (i.e. hugging or kissing); or (5) sharing eating or drinking utensils with someone who has COVID.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: left;">Name</th> <th style="width: 30%; text-align: left;">Date of last <i>close contact</i>?</th> </tr> </thead> <tbody> <tr> <td style="height: 150px;"></td> <td></td> </tr> </tbody> </table>	Name	Date of last <i>close contact</i> ?		
Name	Date of last <i>close contact</i> ?				
List all conferences, training programs, client dinners, or the like that you participated in over the 2 days prior to when you began to feel symptoms (or before the date of your first COVID positive test if no symptoms) and the dates on which you participated.					
Tell us anything else about your contacts with others over the 2 days prior to when you began to feel symptoms (or before the date of your first COVID positive test if no symptoms) that you would like us to know.					
To your knowledge, have you been in close contact with a COVID-positive or presumed positive person outside of work (family member, personal friend, etc.) in the 14 days prior to your diagnosis or positive test result? If so, when? (list all dates of close contact as defined above). If you live with someone who has COVID, note "continued contact" unless that person has been able to isolate within the home)					
To your knowledge, have you been in close contact with a COVID-positive or presumed positive person in connection with work (colleague, client, etc.) in the past 14 days prior to your diagnosis or positive test result? If so, when?					



## PREVENTING COVID-19 IN THE WORKPLACE



**Eli Voss, HR**

404.502.1409 (mobile)

404.969.0985 (office)

**Toni Wynn, HR**

404-969-0744 (office)

**Richard Leferink, H&S**

406.475.1655 (mobile)

406.439.5207 (WhatsApp)

406.443.3556 ext. 108 (office)

**B.B. Carlson, Legal**

773.908.2530 (mobile)

**Jennifer Rosenberg, Legal**

404.520.6336 (mobile)

404.347.9050 ext. 735 (office)

**Patrick Gobb, CEO**

214.755.1891 (mobile)

972.956.9100 (office)

**Eric Salnas, CFO**

520.235.0079 (mobile)

404.347.9050 (office)

**\*\*If you cannot report to work due to these protocols, be sure to contact your supervisor and/or NewFields project manager. You do not need to share personal health information with such person.**

