



Metropolitan Washington Airports Authority

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**DULLES CORRIDOR METRORAIL PROJECT  
SAFETY PROCEDURES DURING COVID-19 PANDEMIC  
SEPTEMBER 1, 2020 (Revised October 1, 2020)**

***Purpose*** – *These Safety Procedures provide guidance for the continued operation of the Dulles Corridor Metrorail Project (DCMP) during the COVID-19 pandemic, following guidance provided by CDC and the Metropolitan Washington Airports Authority (Airports Authority), and in compliance with Executive Orders issued by the Governor of Virginia and the Virginia Occupational Safety and Health (VOSH) Program Emergency Temporary Standard for Infectious Disease Prevention.*

*These Safety Procedures apply to all personnel working on the DCMP, including Airports Authority employees assigned to the DCMP, consultants, contractors and subcontractors, and Project stakeholder staff (“Project Workers”).*

1. **Working Remotely:** Project Workers shall work remotely when possible.
2. **Social Distancing:** Social distancing should be employed at all times where possible. Project Workers must avoid congregating in groups during breaks or for meetings unless required, and must comply with signage and designations for the use of entrance and exit doors, stairs and access corridors. Project Workers traveling on elevators must maintain a maximum of two passengers per trip. Project Workers will be physically separated in areas such as meeting rooms, breakrooms and kitchens, entry and exit areas, elevators, etc. High-touch communal items such as coffee pots and makers, refrigerators and food and beverage vending machines are to be sanitized after each use until further procedures are implemented.
3. **Separation:** Separating staff by off-setting shift hours or days may be employed when possible. Workstations may be moved or staged to ensure six feet of separation or acceptable physical barriers.
4. **Face Coverings/Masks:** Project Workers are required to wear a cloth face covering or mask while in the workplace EXCEPT when the Project Worker is alone in an office or work site, or works in an enclosed office or at a workstation which is separated from common and circulation areas by physical barriers.
5. **Don’t Work When:** Project Workers are directed not to work if they have COVID-19 symptoms, or are sick in any way, or are awaiting COVID-19 test results. Project Workers who feel sick must stay home, report their illness to their supervisor, and contact and follow the advice of their medical provider. Project Workers will be sent home if they report they are sick or present signs of illness while at work.
6. **Project Worker Health Screening:** Project Workers must be screened prior to reporting to work, by self-monitoring symptoms, exposure and travel using a Self-Screening Tool

provided by the Authority, and having their temperature measured by designated Project staff at the start of their work shift each day.

7. **Self-Screening for Project Workers:** Project Workers are required to self-screen for COVID-19 symptoms prior to reporting to work at a Project facility, using the attached Employee Self-Screening Tool for COVID-19. If a Project Worker answers affirmatively to the COVID-19 self-screening tool, they must not report to work and must immediately contact their supervisor. Project Workers who report to work are attesting that they were negative for all of the statements on the self-screening tool. Project Workers must comply with requirements identified by the Project for documenting or submitting the results of their self-screening.

Project Workers who have returned from recent international, business and/or leisure travel must report their travel to their immediate supervisor.

- a. For MWAA employees, their supervisors would then contact the Airports Authority COVID-19 Team to notify them of the recent travel, and the employee could be directed to provide an email to his or her supervisor confirming what COVID-19 precautions were taken during the travel.
  - b. Other Project Workers must contact their supervisor and then notify either the Project Safety & Security Manager (Andrew Barbour on 703-599-6420, or by email to [Andrew.Barbour@dullesmetro.com](mailto:Andrew.Barbour@dullesmetro.com)) or the Program Administration Manager (Bernard Patchan on 703-395-8294 or by email to [Bernard.Patchan@dullesmetro.com](mailto:Bernard.Patchan@dullesmetro.com)) to discuss the recent travel and the COVID-19 precautions that were taken, and provide a follow-up email to summarize the travel. The Project representative will then forward to the Airports Authority COVID-19 team and confirm whether the Project Worker may return to the worksite.
8. **Temperature Measurement for Project Workers:** All Project Workers must have their temperature measured at the beginning of their work shift in compliance with the procedures defined in the MWAA Employee Self-Screening and Temperature Measurement Policy and Procedures for COVID-19. A Project Worker whose temperature is measured at or above 100.4 °F (38°C) must receive a second reading after a short wait, and must immediately leave the worksite or Project facility if the fever is confirmed. The Project Worker must immediately notify his or her supervisor and contact their primary care provider.
9. **Refusal to have Temperature Measured:** Project Workers who refuse to have their temperature measured will be sent home and may be subject to corrective action.
10. **Report to Supervisor:** Project Workers must notify their supervisor if any of the following applies:
  - a. They have symptoms of the COVID-19 virus; or
  - b. Have been tested for the virus; or
  - c. Answer affirmatively to the Employee Self-Screening Tool for COVID-19; or
  - d. Have a fever above 100.4 °F (38°C)

In each case, the Project Worker may not return to work until they have clearance to return to work.

11. **Screening for Contractors and Visitors:** Contractors and visitors are required to self-screen for COVID-19 symptoms prior to entering a Project facility using the Contractor or Visitor Self-Screening Tool for COVID-19, and have their temperature measured in accordance with the Employee Screening Policy. Contractors and Visitors may not enter into Project work areas if they answer affirmatively to any statements on the Self-Screening Tool, have a temperature of 100.4 °F (38°C) or above, or refuse to have their temperature measured.
12. **Notification:** The supervisor of a Project Worker believed to have COVID-19 will notify the MWAA Covid-19 representative Thomas Crone Director, Program Operations, (MWAA Rep.) who will then advise stakeholders, Project Safety and Security Manager, and the Program Administration Manager who will ensure the work areas occupied by the (anonymous) presumptive positive COVID-19 individual are sanitized.
13. **Notice to Affected Staff:** Once advised of the situation the MWAA Rep. will prepare an incident report, initiate a contact trace of employees affected, notify said employees and direct any additional action required.
14. **Quarantine:** If the Project Worker's self-quarantine was based on contact with a possibly COVID-19 infected person, the staff person may return to work when the possibly infected person has been determined not to have been infected at the time of contact ***or*** the staff person has been cleared by a physician and/or tested negative for COVID 19. In all cases the staff person must receive clearance from MWAA Rep. to return to work.
15. **Isolation:** Project Workers must self-isolate for 14 days if they show symptoms of the disease and/or have tested positive. Project staff may not return to work unless they have remained asymptomatic for 14 days from date of test results and furnish medical certification clearing them prior to return to work.
16. **Clearance to Return to Work:** Project Worker must provide medical clearance to their supervisor, receive clearance from their respective organization and receive MWAA Rep. clearance before returning to work. Clearance is required if the staff member tested positive for Covid-19, was absent due to illness for three or more consecutive days, had contact with someone who tested positive for COVID-19, self-quarantined because of symptoms and/or other circumstances such as travel from designated communities, or because a family member or person in their household was quarantined, symptomatic or had been exposed.
17. **Most Stringent Rules Apply:** The above policy represents the minimum requirements for personnel who work on the DCMP. In the event your employer or governmental agency issues a more stringent requirement, that requirement will govern your actions on the Project.

**FOR QUESTIONS ABOUT THE PROJECT'S COVID-19 SAFETY PROCEDURES, YOU MAY EMAIL - [COVID19\\_Safety\\_Questions@DullesMetro.com](mailto:COVID19_Safety_Questions@DullesMetro.com) (Weblink)**



**METROPOLITAN  
WASHINGTON  
AIRPORTS AUTHORITY**

## Employee Self-Screening Tool for COVID-19 (Confidential)

To prevent the spread of COVID-19 and protect the safety and health of Airports Authority employees, customers, passengers and contractors, the Airports Authority requires all employees to perform a mandatory daily health screening using this self-screening tool prior to reporting to work.

1. In the past 24 hours, I have experienced the following new or unusual symptoms. Check all that apply.		
<b>Symptoms</b>	<b>YES</b>	<b>NO</b>
• Fever or Chills		
• Cough		
• Shortness of breath or difficulty breathing		
• Fatigue		
• Loss of smell and/or taste		
• Muscle Aches and Pains		
2. I have been ill with COVID-19 symptoms in the last 14 days.	YES	NO
3. I am currently observing a quarantine order due to potential exposure to COVID-19.	YES	NO
Due to widespread COVID-19 infections, report travel below to your supervisor before you report to an Airports Authority worksite:		
4. I have traveled to a known international or domestic COVID-19 "Hot Spot" in the last 14 days.	YES	NO
5. I have traveled on a cruise ship in the last 14 days.	YES	NO

If you answered YES to any of the above statements, you are not to report to work and do the following:

- Notify your manager immediately.
- Comply with all instructions provided by your manager and the Emergency Management and Preparedness Manager and all COVID-19 Policies and Procedures.

Employees who report to work are attesting that they were negative for all of the statements on this screening tool.

HIPAA (the Health Insurance Portability and Accountability Act) is a federal law which establishes requirements for protecting the privacy and security of confidential medical information, medical records and other personally identifiable health information. HIPAA (as well as other laws such as the Americans with Disabilities Act) requires appropriate safeguards to protect the privacy of personal health information and sets limits and conditions on the use and disclosure of such information without patient authorization.

August 2020