



Metropolitan Washington Airports Authority

**DULLES CORRIDOR METRORAIL PROJECT
COVID-19 NOTIFICATION PROTOCOL FOR MWAA/PMSS MANAGERS
MAY 1, 2020**

Managers receiving information from an employee related to the employee's exposure or contracting of COVID-19 or other transmittable disease must notify Tom Crone, the MWAA Director, Program Operations within one business day. Notification of MWAA Director, Program Operations is to be accomplished in the following ways:

- 1) MWAA Managers are to notify Tom Crone by email using the Subject in all Caps **"COVID-19 CASE"**.
- 2) Copy Andrew Barbour, the Project Safety and Security Manager on the email notifications
- 3) PMSS Managers are to notify both Tom Crone and Dwight Chewning, the PMSS Project Manager, by email using the Subject **"COVID-19 CASE PMSS"**. In the event of a COVID-19 related emergency, the manager must: a) send the email above and then; b) call Tom Crone at 703-869-7299 immediately.

Email notification contents: regardless of which manager is sending the email notification, it must include as much of the following information as possible:

- 1) Who (name should not be widely distributed)
- 2) When reported, not feeling well, called out, didn't show for work
- 3) Date first exhibiting signs /symptoms of illness
- 4) What package, (HO, A, B, G, etc.) job responsibility.
- 5) Who do they typically work/interface with (best of the manager's ability).
- 6) Latest witnessing of tests/meetings /where (if applicable) and names of those witnessing test/meeting/ company names.
- 7) Employee's contact information (employee information should not be widely distributed)
- 8) Manager's contact information (can be title block)