

Engineering and Mechanical personnel,

Over the past weekend the Centers for Disease Control and Prevention (CDC) put out guidance that [recommends wearing cloth face coverings](#) in public settings where other social distancing measures are difficult to maintain. Union Pacific has followed this guidance stated in an email letter from Beth Whited, EVP and Chief HR Officer, dated April 4, 2020. This information is also available on Union Pacific's COVID informational site found on the employee homepage.

- Note, the CDC advises the use of simple cloth face coverings might help to slow the spread of the virus, helping people who may have the virus from possibly spreading to others. The CDC does not know how effective it is preventing exposure from others.

Key points for management to know include:

- Wearing facial coverings is not mandated but rather an individual choice.
- UPRR will not provide surgical or N-95 masks. (these are still reserved for healthcare workers and other medic first responders).
- UPRR does not have a supply of cloth face coverings.
- The CDC has some recommendations and guidance for DIY face coverings.  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Facial coverings should not be left where it could contaminate others or surfaces. If they are disposed they should be disposed of properly.
- Facial coverings should be laundered and cleaned daily.
- Facial coverings should not interfere with communications.
- Facial coverings should not conflict with the UP Dress Code Policy. (should not contain inappropriate language, content or design).

Even if employees choose to wear face coverings, we all must still follow UPRR guidelines relating to COVID-19:

- If you are sick, stay home.
- Maintain appropriate "social distancing" of six feet.
- Wash your hands frequently with soap and water for at least 20 seconds or use an alcohol-based hand cleaner when available.
- Avoid touching your nose, mouth, eyes and face.
- Use the crook of your arm, or a tissue if available, when you cough or sneeze. Properly dispose of the tissue if used.
- Keep frequently touched common surfaces clean.
- Clean any shared workspace before beginning work.

# COVID-19 Action Item

Items in Bold below have additional documents to reference

1. Practice Social Distancing
  - a. Less than 10 in a group (Line-ups conducted on ramp, or outside if possible)
  - b. Stay 6' apart
  - c. Wash hands – 20 seconds with soap/water, or use alcohol-based hand sanitizer
  - d. Cover Mouth & Nose when coughing
  - e. Don't Touch Eyes, Nose, Mouth
  - f. Stay Home when Sick
    - See **Temporary Leave Pay Policy (1)**
  - g. Limit Visitors
    - All visitors must be approved by Local and Senior Leadership
      - See **Contractor Access Form (2)**
    - Approved Visitors must submit **Visitor Self Declaration (3)** on each visit
  
2. Keep our workspaces clean
  - a. 1 person assigned to clean each shift
    - Dedicated for the shift
    - Clock in with 9059
  - b. Follow the **Facility Cleaning Standard Work (4)**
  - c. Use badge scan only bio-readers are disabled. Auto scan should be enabled
  
3. Notify UP if you suspect or are tested positive for COVID-19
  - a. Contact Local Leadership
  - b. Call Nurse Hotline 402-544-7011
  - c. See **Notification Process Matrix (5)**
  - d. Fill out **COVID19 Reporting Form (6)**
  
4. Provide a clean locomotive cab for our customer
  - a. Clean each Lead Locomotive
    - See **Clean Cab Interior Standard Work (7)**
  - b. Supply the Cab with a bottle of Clorox Antimicrobial Solution
    - Tape the **Clorox Antimicrobial Solution Instruction Sheet (8)** to the back wall
    - See **Apply Bottle, Clorox antimicrobial solution Standard Work (9)**
    - Only use the standard mixture provided by your leadership team
  - c. Stock Crew Packs on each leader
    - 6 Crew Packs per Leader
    - Monitor Inventory Daily
  
5. Carry the appropriate documentation for potential Shelter in Place restrictions
  - a. Carry your UP ID and a copy of the **Travel Restrictions Exemption Letter (10)** with you
  
6. Stay informed
  - a. See COVID-19 information on UP Employee Website

# COVID-19 Discussion and Best Practice Document

## 1. Social Distancing

### a. Discussion

- Every contact should be treated as if a positive COVID-19 carrier exists either you or the person you are talking to
- Ask yourself **what's your number**, every day how many people would I have exposed and work that to 0
- Always ask yourself the 3 how's in every interaction
  - How necessary
  - How close
  - How long
- Facial coverings
  - Employees have free will
  - Not a requirement of UP
  - STL if social distancing is unavoidable (mask mitigation?)
- Any symptoms of COVID-19 should be taken seriously and employees should stay home

### b. Learning examples where employees were quarantined

- Employees in manager/foremen's offices
- Multiple employees in vehicles
- Multiple employees in locomotive cabs
- Sitting together at lunch
- General social interaction (water cooler/ toolbox time)
- Employees working multiple days after having symptoms (multiplying factor)

### c. Best Practices

- Taping off lunch room chairs
- Taping off 6 foot sections around common gathering areas
- Mark 6 foot marks by clock in stations
- Open conference lines for questions to leaders
- Daily Email update from Director for local COVID-19 activity
- Consistent feedback to the workgroup
- No shared office assignments at all
- Specific exit and entrance doors
- Minor Symptoms stay home
- Use vacation where applicable (shop leader can approve overages and add'l one days)