

Contract Employees COVID-19 Reporting Process

Health Services does not typically manage the absences of our contract employees, “contractors”. However, to protect our employees, we are screening sick/exposed contractors to determine if they have come into contact with National Grid employees, or if a facilities/vehicle deep cleaning is required. Contract employees are required to call Employee Services (ES) (888) 483-2123 directly. If the contractor does not call Employee Services, the National Grid supervisor may call ES to report the contractor out of work and to initiate contact tracing.

Contractors must be cleared to return to work (RTW) at National Grid by their employer. Per National Grid best practices, we are recommending a 14-day quarantine beginning on the date of notification for all contractors who are sick or believe they have been exposed to COVID-19.

Reporting Process:

1. Contractors call Employee Services **(888) 483-2123** for screening
2. Nurse Practitioner (NP) screens the contractor to determine National Grid close contacts, or if a National Grid facility or vehicle requires deep cleaning. NP obtains employer name and contact email from contractor
3. NP advises contractor to contact their doctor and their employer
4. An email will be sent to National Grid supervisor and the contractor’s employer with quarantine start and end date (see email below)
5. Contractor must follow employer’s RTW process and complete recommended quarantine (and be symptom free for 3 days)
6. NP will notify any National Grid close contacts to quarantine for 14 days and email National Grid supervisor(s)
7. After 14 days have elapsed, the contractor’s employer must send an email to NP confirming that the contractor has returned to work, i.e., all RTW notifications and documentation must be forwarded to Mary Brown, NP Mary.Brown2@nationalgrid.com

Supervisor:

If you are calling Employee Services to report a contractor out of work so that we may initiate contact tracing, or a facilities deep cleaning, please be prepared to answer the following questions when speaking with the NP regarding your contractor:

- Contract employee name?
- Contract Employer?
- Contract Employer supervisor and email address?
- Last date contractor was on National Grid worksite?
- National Grid employees the contractor has been in close contact with?
- Facilities/vehicle deep cleaning required?

email sent to supervisor when contractor is taken out of work for quarantine:

RE: Quarantine

Confidential

The contract employee “contractor” listed below has been quarantined and cannot report to a National Grid worksite until they have completed the recommended quarantine. This contractor will follow their employer’s process for return to work. After the recommended quarantine has elapsed, and the contractor has been cleared to return to work by their employer, please send email to Mary.Brown2@nationalgrid.com to let us know the contractor is back on site.

Contract Employee Name:

Department/Contractor company:

National Grid Supervisor:

Quarantine start date:

End Date: