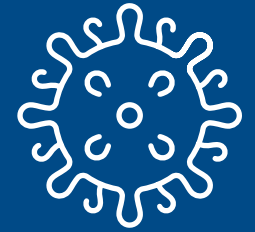


# COVID-19 Process at MBUSI

There are currently 4 reasons to be tested for Covid-19 at MBUSI.



## 1 SYMPTOM

- TM self reports symptoms at the questionnaire or is determined to have a fever upon entry into the plant.
- TM becomes ill and exhibits Covid-19 related symptoms



## 2 NAMED EXPOSURE

- A team member is named as a close contact (within 6 feet for 15 minutes) by a person who has tested positive. (Note: to be a “named exposure,” you must be named by the positive case or the group leader/manager)



## 3 SELF CONCERNED

- A team member who does not have symptoms but would like to be tested for personal reasons.



## 4 RETEST WITH SYMPTOMS

- A team member who is still symptomatic at the end of their quarantine period and is asked to retest by the COVID Task Force.

# If a Teammate meets any of the criteria for testing, they should report to A1 medical to request a test.

Note: A2 Medical does NOT handle Covid testing.

- TMs who are symptomatic, a named exposure, or sent for retesting will be paid for their time to test.
- TMs who are testing because they are “self concerned” must do so on their own time.
- A1 medical must fill out an “Medical Intake/Testing Form” on the TM.
- Once the form is complete, the TM will receive a copy and will be sent for testing at the drive thru testing location located in A1 parking lot. (New expansion lot in the NW corner: white tent/white trailer)
- MBUSI has contracted a third party testing company (MainStreet) to test during high traffic hours.
- MBUSI RedShirts will test any approved team member outside of MainStreet’s hours.
- Once the TM arrives at the drive thru testing site, they will be asked to provide the “Testing Request Form” along with their driver’s license and badge. The medical staff will take a swab from the TM’s nose for a testing sample.
- Once the test sample is taken, the test takes approximately 15 to 20 minutes.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7 - 9 a.m.	7 - 9 a.m.	7 - 9 a.m.	7 - 9 a.m.	7 - 9 a.m.	7 - 9 a.m.
4 - 7 p.m.	4 - 7 p.m.	4 - 7 p.m.	4 - 7 p.m.	4 - 7 p.m.	4 - 7 p.m.

The form is titled "COVID-19 TESTING REQUEST FORM" and includes a Mercedes-Benz logo at the top. It contains the following sections:

- DATE:** Fields for Month, Date, and Year (2020).
- TEAM MEMBER INFORMATION:** Fields for Last Name, First Name, Middle Initial, Badge Number, and Date of Birth.
- Contact Information:** Fields for Best Contact Information, Cell Phone, and Home Phone.
- Employee/Work Location/Shift:** A grid with checkboxes for Employee (MBUSI, ONM, Contractor), Work Location (A1, A2, Body, Point, MBI, Bob Campus, Other), and Shift (A-Shift, B-Shift, Admin, Live).
- Reason For Request:** Checkboxes for Symptoms, Named Exposure, Self Concerned, and Recent with Symptoms.
- Supervisor's Name:** Field for Supervisor's Name and Last Day Worked.
- Appointment:** Fields for Appointment Date and Appointment Time.
- Test Results:** Field for Test Results.
- Signature:** Fields for Date, Print Name, and Signature.

At the bottom, it says "COPY DRIVER'S LICENSE AND BADGE" and includes a footer with the text "PS\_Department of Human Resources/Workforce Management & Team Retention/Safety/COVID-19" and "Created 04/11/2020 W/ Swage".

## MEDICAL INTAKE/TESTING FORM

# The task force member will call the positive TM and interview them to collect the following information:

- 1 When and where test was taken.  
(also applies to off-site tests)**
- 2 Reason for testing.**
- 3 They determine a RTW date and communicate to TM.**
- 4 They establish any close contacts.  
(anyone within 6 feet for 15 min.)**
- 5 Ask TM if anyone lives with them who works at MBUSI.**
- 6 Ask if TM had close contact with MBUSI TMs  
outside of work.**
- 7 Ask if TM knows how they were exposed.**
- 8 Ask for specific areas that the TM had recently  
been to.**

- The task force member will contact the GL or manager to confirm close contact list.
- The task force member will notify any close contacts and direct them to A1 medical to be tested as a “named exposure.”
- The task force member will direct “One Stop Cleaning Service” to clean the affected areas. (Cleaning typically occurs at the end of shift or during lunch.)
- The task force member will email the GL of the positive TM and notify them of their initial return to work date. They will copy payroll on the email and ask them to enter “work related time off” to cover the quarantine period.
- If a TM tests positive from an off-site test, the TM should report this to A1 medical at (205-507-2561). Documentation for an off-site test needs to be emailed to MBUSI.COVID-19@Daimler.com or faxed to 205-507-2525. The same protocol will be followed by the task force. Documentation must be received before any quarantine pay will be approved.

TEAM MEMBER HAS <u>TESTED POSITIVE</u>	
When and where was your test taken?	_____
Why did you take a test?	_____
When did you receive positive results back?	_____
Return to Work Day (10/14 days)	_____
Did you have close contact with any Team Member at MBUSI (less than 6 feet for more than 15 consecutive minutes?)	_____
Do you have anyone that works at MBUSI that also lives with you?	_____
Were you in close contact with anyone outside of work who works at MBUSI?	_____
Do you know how you were exposed?	_____
What specific Zones or Stations do you work? (Clean if within 72 hours)	_____

**TESTING REQUEST FORM**

# Quarantine

Who needs to quarantine? For how long?

- A TM who has tested positive will need to quarantine for 10 days per CDC guidelines. (10 days starting from date of test. Return on the 11th day.)

**EXAMPLE: If TM tests positive and the test was taken on 8/3 then the TM returns to work date would be 8/13.**


- If the TM is still symptomatic at the end of the quarantine they will need to contact A1 medical (205-507-2561) and report it. Their quarantine period could be extended to 14 days from the test date.

**Example: TM tests positive on 8/3 and they are still symptomatic on 8/13, their new RTW date would be 8/17. Any TM still symptomatic after the 14 day quarantine needs to contact a task force member for next steps.**

- If a TM has a family member living in their household who has tested positive, they must quarantine for 14 days starting from date of test and return on the 15th day. They must send documentation of a positive test to MBUSI. COVID-19@Daimler.com (make sure to put the TMs name in the subject line so the task force knows who it belongs to).

- TM may also fax a copy to 205-507-2525. They also need to include the TM's name when faxing. Once documentation is received, the GL and payroll will be notified.

## AUGUST 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						01
02	03 	04	05	06	07	08
09	10	11	12	13 RTW	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**QUARANTINE FOR 10 DAYS**