

FACILITY VISITATION GUIDANCE FOR ENGINEERING

1 Confirm the purpose of the meeting or site visit is mission-critical.

- Can site visit or meeting be delayed, held virtually, or physically outside the AW facility?
- Are there other options to gather or relay information?
- Get approval for the meeting by your immediate supervisor or higher-level manager (approval must come from an engineering manager level or higher).

2 Get approval from local operations to visit the facility (following approval by engineering manager).

- Make sure local operations know the date / time, nature and purpose of the visit and who will be attending.
- Discuss options available through on-site resources or other means to eliminate the need for the engineering visit.
- Get approval from the facility superintendent or other senior operations personnel.

3 Limit contractors / consultants and make sure they follow proper protocols.

- Review the meeting plan with any outside contractors and confirm there are no unneeded participants.
- As the host, make sure all contractors follow the Contractor / Engineering Consultant Travel & Working Guidance.

4 Conduct self-screening based on these six key questions:

- Has anyone who you have been in close proximity within the last 14 days currently ill or experiencing flu-like symptoms?
- Have you or anyone in your home been diagnosed with or presumed to have COVID-19 within the past 30 days?
- Are you or is anyone in your home currently ill or experiencing flu-like symptoms?
- Has anyone in your home been self-quarantined or self-monitoring for COVID-19 within the past 14 days?
- Have you or anyone in your home recovered from a COVID-19 illness within the last 72 hours? Recovery is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms.
- Have you or anyone in your home traveled internationally or been on a cruise within the past 14 days?
- If the answer is “yes,” to any question, do not enter the facility.

5 Minimize contact at the facility.

- Have a plan to get in and get out.
- Only visit those areas of the facility that are absolutely critical to the purpose of your visit.
- Avoid contact with staff at the facility as much as possible.
- Stay out of the control room(s).
- Follow all applicable guidance regarding face coverings, social distancing, hand washing, etc.

6 Prepare a post-visit report and submit to your immediate supervisor.

- Indicate the date and start / end times that you were on-site.
- Describe all locations you visited within the facility (exclude areas that you simply passed through).
- Provide a list of anyone who was with you, including their company name and contact information.
- Provide a list of any AW employees that you were in close contact with during your site visit.

Questions? Contact your state engineering lead or David Choate.



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