

COVID-19 INVESTIGATION CHECKLIST



Questions for Employees	Answers
Comprise a list of employees that were in contact with employee confirmed positive.	
Pull and attach daily health assessments for potentially exposed employees.	
Did the employee answer "yes" to any of Raymond's COVID-19 Questionnaire?	
Did any potentially exposed employees answer "yes" to Raymond's COVID-19 Questionnaire?	
When was the supervisor notified of potitive COVID-19 test?	
What was the employee's start date on the project?	
The date Raymond was notified of exposure or potential exposure?	
Did employee recently travel? If so, where and travel dates?	
Did employee travel outside US?	
What project and what are within the project area was the employee working?	
What tasks was emplooe performing?	
What tools, material, or equipment was employee using?	
Was employee sharing tools, material, or equipment with other employee(s)? If so, who?	
Please list the names of the coworkers the employee was working with?	
Did the employee notify anyone of sympton and if so to whom ie. co-workers or supervisor?	
Was there exposure to the employee from confirmed family members?	
Was employee exposed to any other coworkers that have tested positive or with symptoms?	
Note of absenses of above mentioned employees and reason for absence?	
Name of employee presumed/confirmed with COVID-19	