SYSTEM BULLETIN

TO: ALL CSX CREWS

SUBJECT: AUTOMATED COVID-19 CASE REPORTING TOOL

EFFECTIVE: XX/XX/XXXX

ITEM – NEW ONLINE COVID-19 CASE REPORTING TOOL IS AVAILABLE FOR USE BY CSX EMPLOYEES

- A. THE NEW "REPORT MY COVID" TOOL IS NOW THE PREFERRED AND RECOMMENDED REPORTING METHOD FOR EMPLOYEES WITH A CONFIRMED CASE OF COVID-19 OR WHO HAVE BEEN IN CLOSE CONTACT WITH A PERSON WITH A CONFIRMED CASE OF COVID-19. THE TOOL PROVIDES:
 - STREAMLINED DATA ENTRY AUTOMATICALLY ENTERS EMPLOYEE DATA
 - FASTER REPORTING MINIMIZES WAIT TIMES AND/OR PROCESSING DELAYS INCURRED WHEN REPORTING BY TELEPHONE OR EMAIL
 - IMPROVED ACCURACY ELIMINATES DATE-ENTRY ERRORS ON EMPLOYEE ID AND OTHER KEY INFORMATION
 - 24X7 REPORTING AVAILABILITY USING ANY INTERNET-CONNECTED DEVICE
- B. THE NEW CASE REPORTING TOOL IS ACCESSIBLE ON:
 - CORONAVIRUS INFORMATION SITE ON THE CSX EMPLOYEE GATEWAY
 - COVID-19 LABOR INFORMATION SITE ON THE CSX EMPLOYEE GATEWAY
 - T&E MOBILE TABLETS
 - ANY WORK OR PERSONAL DEVICE WITH INTERNET CAPABILITY
- C. HOW TO USE THE CASE REPORTING TOOL
 - LOCATE THE TOOL ON A T&E TABLET OR THE CSX EMPLOYEE GATEWAY
 - CLICK ON THE LINK, WHICH WILL TAKE YOU TO A SECURE PAGE
 - TYPE IN YOUR EMPLOYEE RACFID AND PASSWORD
 - EMPLOYEE DATA ON FILE WITH CSX WILL BE ENTERED AUTOMATICALLY
 - COMPLETE REQUESTED INFORMATION FIELDS
 - ATTACH ANY SUPPORTING MEDICAL FORMS OR DOCUMENTATION, AS APPROPRIATE
 - CLICK SUBMIT
 - AWAIT FURTHER INSTRUCTION FROM THE CSX MEDICAL TEAM

D. ADDITIONAL INFORMATION

- ALL EMPLOYEES USING THE AUTOMATED COVID-19 CASE REPORTING TOOL ARE STILL REQUIRED TO FOLLOW STANDARD PROCESSES FOR REPORTING WORK ABSENCES.
- OTHER COVID-19 CASE REPORTING METHODS INCLUDING EMAIL
 (PANDEMICRESPONSE@CSX.COM) AND TELEPHONE (1-800-633-4045) WILL
 CONTINUE TO BE AVAILABLE. HOWEVER, PLEASE DO NOT DOUBLE REPORT.
 DOING SO MAY CAUSE PROCESSING DELAYS AND SLOW CONTACT TRACING.

COVID-19 Self Reporting





Report My COVID

CSX implemented a new online tool to report COVID-19 infection or exposure that will reduce telephone holds and improve our approach for contact tracing the virus and preventing its spread among our employee population.



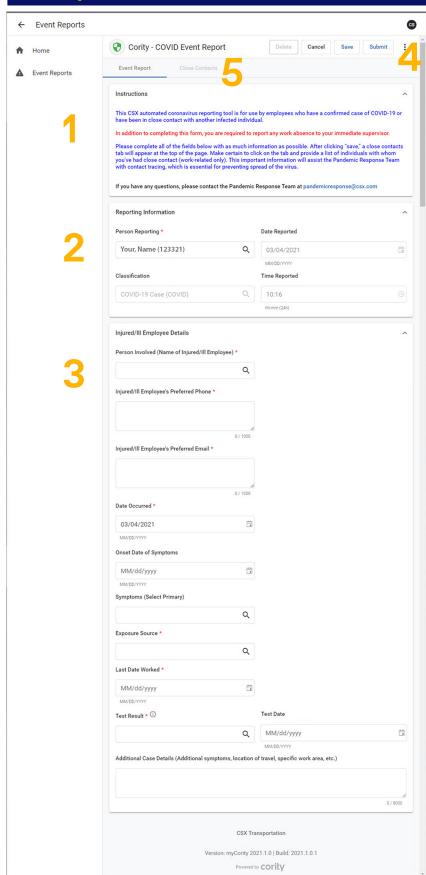
Access the Tool

From the Coronavirus Information page or via App Icon on CSX Tablets





Complete the Form



Step 1

Read and follow instructions - note: all fields with an asterisk* are required

Step 2 - Reporting Information

Verify Person Reporting - use Search feature to change if necessary

Step 3 - Enter Injured / III Employee

- * Person Involved Use employee ID or person's name
- * Preferred Phone Enter Contact number
- Preferred Email Enter Email Address
- * Date Occurred Defaults to today, change as needed
- * Onset Date of Symptoms
- * Symptoms Select the primary symptom from the list
- * Exposure Source Select from the list provided



- * Last Date Worked
- * Test Results Select from the list provided



Additional Case Details - include here information about trains worked or buildings, offices, or hotels you occupied

Step 4 - Save/Submit

Select Save will activate Close Contacts tab and allow for uploading attachments (med forms or other documents), submit when complete.

Step 5 - Close Contacts

Used to report other CSX employees with whom you had contact for a cumulative time of 15 minutes or more within 24 hours, starting from two days prior to the date of symptom onset in the person diagnosed with COVID 19

Report My COVID Online Tool





Fellow Railroaders,

CSX is launching a new online tool that simplifies and speeds up reporting of new COVID-19 cases and exposures. Available from any smart mobile or internet-connected device, the tool will save you time and provide you with a faster response. It also significantly improves our ability to quickly perform contact tracing and get ahead of outbreaks.

Please watch the brief video below to learn more about the tool, including where to access it and how to use it.

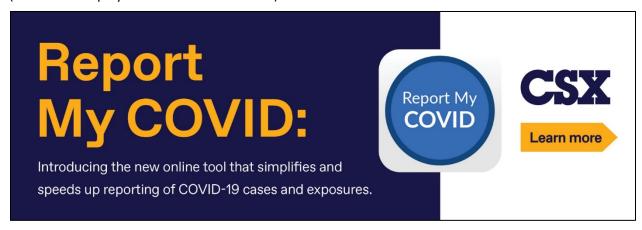
Thank you.

Review the video here: https://vimeo.com/519088546/ebf5052140



EMPLOYEE SELF SERVICE ADVERTISEMENT

(Located in Employee Self Service Tool "ESS")



CSXTV DIGITAL SIGNAGE

Now Available: Report My COVID Online Tool CSX has a new online tool that simplifies and speeds up reporting of new COVID-19 cases and exposures. Visit the Gateway to learn more