

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.



CSX is closely monitoring the global spread of coronavirus disease as part of our commitment to the health and safety of employees, their families and the communities we serve. We are taking preventive measures to safeguard our people and operations, and are committed to providing important resources and timely updates.



CSX Coronavirus Prevention and Response Policy



Frequently Asked Questions



Tell CSX who to contact in an emergency



Report my COVID-19 case or exposure

Access the Tool

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



Complete the Form

Event Reports

Home

Event Reports

Cority - COVID Event Report

Delete Cancel Save Submit

Event Report

Close Contacts

Instructions

This CSX automated coronavirus reporting tool is for use by employees who have a confirmed case of COVID-19 or have been in close contact with another infected individual.

In addition to completing this form, you are required to report any work absence to your immediate supervisor.

Please complete all of the fields below with as much information as possible. After clicking "save," a close contacts tab will appear at the top of the page. Make certain to click on the tab and provide a list of individuals with whom you've had close contact (work-related only). This important information will assist the Pandemic Response Team with contact tracing, which is essential for preventing spread of the virus.

If you have any questions, please contact the Pandemic Response Team at pandemicresponse@csx.com

Reporting Information

Person Reporting *
Your, Name (123321)

Date Reported
03/04/2021

Classification
COVID-19 Case (COVID)

Time Reported
10:16

Injured/Ill Employee Details

Person Involved (Name of Injured/Ill Employee) *

Injured/Ill Employee's Preferred Phone *

Injured/Ill Employee's Preferred Email *

Date Occurred *
03/04/2021

Onset Date of Symptoms
MM/dd/yyyy

Symptoms (Select Primary)

Exposure Source *

Last Date Worked *
MM/dd/yyyy

Test Result *
Test Date
MM/dd/yyyy

Additional Case Details (Additional symptoms, location of travel, specific work area, etc.)

CSX Transportation

Version: myCority 2021.1.0 | Build: 2021.1.0.1

Powered by cority

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 / Ill Employee Details

- * 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

Exposure Source

All Active

Code

Description

CO-WORKER

Co-Worker

HOUSEHOLD

Household Member

NON-HOUSEHOLD

Non-Household Member

UNKNOWN

Unknown

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

Test Result

All Active

Code

Description

NEGATIVE

Negative

NOT TESTED

Not Tested

PENDING

Pending

POSITIVE

Positive

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- * Test Date
- 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")

Report My COVID:

Introducing the new online tool that simplifies and speeds up reporting of COVID-19 cases and exposures.



CSX

Learn more

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.



CSX



Visit the Gateway to learn more