

## New Process for COVID-19 Reporting to OHS

**DATE:** November 4, 2020

**FROM:** Occupational Health Services

**INSTRUCTIONS:** *Please note the new process for COVID-19 reporting to OHS and share this information with employees who do not regularly access email.*

With the number of COVID-19 cases rising nationwide, our site OHS staff are fielding an increasing number of COVID-19-related issues. For this reason, we are hiring additional nurses to help our existing OHS staff. They will be trained on COVID-19 per Exelon and Nuclear company processes.

**Effective Nov. 9, Exelon Nuclear employees will need to call the Exelon Nuclear COVID-19 OHS Reporting Line at 815-458-7890 for reporting the following COVID-19-related issues to OHS:**

- Your positive test for or diagnosis of COVID-19
- If you are directed to quarantine by your health care provider or public health official
- If you have had close contact with someone who has had a positive test for or is diagnosed with COVID-19 (including at home and/or work)
- If you are experiencing any symptoms of COVID-19
- If you are experiencing an illness you suspect could be influenza
- If you do not pass daily site or self-screening

You should also call 815-458-7890 if you have any health or medical-related questions pertaining to COVID-19, including questions regarding medical documentation, symptoms, testing, or close contacts or other exposure.

If nurses are assisting other employees and do not answer the line, please leave a detailed message for them. Include your name, the reason for your call, your employee ID and a good phone number where you can be reached. The phone system will email your message to all COVID-19 nurses, and a nurse will call you back.

**Please do not call your site nurse directly regarding any of the above or any COVID-19 health or exposure-related issues.** Your site nurse will be notified of your call to the new phone number. New York employees **only** should continue to report domestic travel to their site nurse in accordance with NY state COVID-19 travel restrictions.

Absences must be reported to the Exelon Absence Management System at 1-877-7EXELON (1-877-739-3566) and in accordance with your applicable absence reporting procedure. General questions and answers about COVID-19, including safety protocols, travel, and other issues, may be found on the [Coronavirus Information Center FAQ page](#).