

**MARINE EAST  
COVID-19 REPORTING GUIDELINES  
MARCH 25, 2020**

**Marine Medical Contact Information  
606-331-7550 or 606-465-9212  
Email: [MarineMedical@marathonpetroleum.com](mailto:MarineMedical@marathonpetroleum.com)**

<b>EMPLOYEE</b>	<b>SCENARIO</b>	<b>EMPLOYEE ACTION</b>	<b>MANAGER/SUPERVISOR ACTION</b>
	<b>Employee Tested for COVID-19</b>	Report COVID-19 testing to Marine Medical.	If an employee reports any testing and or results direct them to call Marine Medical.
	<b>Employee Receives Positive Test Result</b>	Report positive test result to Marine Medical. Consult with personal healthcare provider. Employee will not be cleared for work until fever free for 72 hours.	Manager/Supervisor will also report details to Marine Medical.  The work area must be wiped down with an appropriate cleaning product after the employee has left.
	<b>Employee Receives Negative Test Result</b>	Report negative test result to Marine Medical. Consult with personal healthcare provider regarding appropriate time to return to work. Employee will not be cleared for work until fever free for 72 hours.	A full list of acceptable cleaning products can be found <a href="#">here</a> .
	<b>Household Member Tested for COVID-19</b>	Report household member testing to Marine Medical. Remain at work until results are received. Report test result to Marine Medical.	Direct questions to Marine Medical by phone or email.
	<b>Household Quarantine</b>	Contact Marine Medical if you have a sick household member or have recently traveled to <a href="#">Level 3 Areas</a> or cruises.	Direct questions to Marine Medical by phone or email.
	<b>Public Health Quarantine</b>	Contact Marine Medical.	Direct questions to Marine Medical by phone or email.
	<b>Employee Ill at Work</b>	<b>Experiencing COVID-19 like symptoms (FEVER, COUGH, and SHORTNESS OF BREATH):</b> <ul style="list-style-type: none"> <li>• Inform supervisor</li> <li>• Go home immediately</li> <li>• Seek care from personal healthcare provider</li> <li>• Call Marine Medical</li> <li>• Follow the CDC guidelines and your healthcare provider direction for RTW</li> </ul> <p>If not feeling well (symptoms NOT related to COVID-19, i.e., upset stomach, headache, etc.).</p> <ul style="list-style-type: none"> <li>• Follow regular sick leave policies</li> <li>• If unsure about remaining at work contact Marine Medical</li> </ul>	An employee with COVID-19 like symptoms should be sent home immediately. Do not send employee to Marine Medical. Contact Marine Medical when employee is sent home.  If employee suddenly develops severe COVID-19 symptoms that prevents them from leaving safely on their own: <ul style="list-style-type: none"> <li>• Place mask on employee</li> <li>• Isolate them as much as possible</li> <li>• Contact Marine Medical</li> <li>• Call 911 if symptoms appear life threatening</li> </ul> <p>The work area must be wiped down with an appropriate cleaning product after the employee has left.</p> <ul style="list-style-type: none"> <li>• A full list of acceptable cleaning products can be found <a href="#">here</a>.</li> </ul>
	<b>Employee Ill at Home</b>	<b>Experiencing COVID-19 like symptoms (FEVER, COUGH, and SHORTNESS OF BREATH):</b> <ul style="list-style-type: none"> <li>• Seek care from personal healthcare provider</li> <li>• Call Marine Medical</li> <li>• Follow the CDC guidelines and your healthcare provider direction for RTW</li> </ul> <p>If not feeling well (symptoms NOT related to COVID-19, i.e., upset stomach, headache, etc.).</p> <ul style="list-style-type: none"> <li>• Follow regular sick leave policies</li> </ul>	Call or email Marine Medical when a worker reports being ill at home.
	<b>OFF-SITE WORKING REMOTELY</b>  <b>Non-Essential/Non-Core Employee with recent travel to <a href="#">Level 3 Areas</a> or traveled by cruise to any area</b>	<b>Experiencing COVID-19 like symptoms (FEVER, COUGH, and SHORTNESS OF BREATH):</b> <ul style="list-style-type: none"> <li>• Seek care from personal healthcare provider</li> <li>• Call Marine Medical</li> <li>• Follow the CDC guidelines and your healthcare provider direction for RTW</li> </ul> <p>If sick (not COVID-19), seek treatment from personal healthcare provider. Record under the applicable sick policy.</p> <p>If well, work remotely while under self-quarantine. If well, and job duties cannot be performed remotely, record time as:</p> <ul style="list-style-type: none"> <li>• Permissible Absence (Legacy MPC)</li> <li>• Excused Absence Paid (Legacy Andeavor)</li> </ul>	If employee reports any COVID-19 symptoms or testing, direct them to call Marine Medical.  Call or email details to Marine Medical.
<p>All employees who go home due to illness should consult their personal healthcare provider prior to returning to work to ensure that they are no longer contagious. Workers should be without fever for 72 hours before returning to an MPC facility.</p> <p>Guidance on contractors or MPC guests demonstrating or reporting signs of illness is forthcoming</p>			