

## CMRA COVID-19 INCIDENT REPORT FORM

**IF ANY STAFF HAVE COVID-19 SYMPTOMS, CALL \* CMRA IMMEDIATELY --- BEFORE COMPLETING THIS REPORT,  
AND SEND THIS REPORT WITHIN ONE DAY**

### REPORTED BY

Subcontractor/Agency: \_\_\_\_\_ Location/Building/County: \_\_\_\_\_  
Date of Report: \_\_\_\_\_ Phone Number of Person Completing Report: \_\_\_\_\_  
Report Completed by (print): \_\_\_\_\_ (sign): \_\_\_\_\_  
Name(s) of other staff present: \_\_\_\_\_

### CIRCUMSTANCES

Did the employee call-in sick; or report to work and then go home sick?

Date: \_\_\_\_\_ Time when employee called or left work: \_\_\_\_\_ AM PM

### SYMPTOMS - please check or circle all that apply

#### Common Symptoms

Fever or chills  
(Temp: \_\_\_\_°F)

New loss of taste  
or smell

Cough

Fatigue

#### Less Common Symptoms

Shortness of breath or  
difficulty breathing

Muscle or body aches  
Headache

Congestion or runny  
nose

Diarrhea  
Sore throat

Nausea or vomiting

### ADDITIONAL INFORMATION

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### \*PROCEDURE FOR REPORTING

- Immediately, before filling out this form**, call CMRA Covid Officer Robyn Smith at 615-251-5468.
- If no answer, leave a message and then call your CMRA Contracts Manager:  
Reggie Parkerson (TDOT), 615-674-0111 or Marc Jenkins (JLL & Other), 615-308-8588  
*rparkerson@cmraonline.org* *mjenkins@cmraonline.org*
- Within 1 day of the incident, send this form to CMRA by fax 615-736-6095, or e-mail it to Robyn Smith, *rsmith@cmraonline.org* **and** to your contracts manager, Reggie or Marc, at their email address above.