



## Working Alone/In Isolation

Company Name	Company Name	
Address		
Contact Information (Names and Phone Numbers)	Contact Person 1	Phone Number 1
	Contact Person 2	Phone Number 2

Working alone or in isolation means that you are working in circumstances where it would be hard to get help in an emergency or if you are injured or become ill.

### Working Alone

Working by yourself with no other people around. In an emergency or if you become ill, you may have difficulty getting help.

### Working in Isolation

Working in the same general area with a partner or other crew, but not in contact with the other person or crew for a certain amount of time: \_\_\_\_\_ hours. Contact with others can include visual, verbal or being in the same area. Like working alone, it may be difficult to get help.

\_\_\_\_\_Company Name\_\_\_\_\_ workers are now assigned to work alone or at home office(s) for their regular workday(s) due to COVID-19. They may also work alone or in isolation before or after normal working hours. Company Name is required to set up check-in procedures to protect employees working alone or in isolation.

### Person Working Alone (The Lone Worker)

- The lone worker must choose a contact person to check in with on a pre-planned schedule. The check-in will be every \_\_\_\_\_ hours plus at end-of-shift.
- The lone worker must carry a working cell phone or other communication device. They must also have the contact information of their contact person.
- The chosen contact person must have a copy of the procedure for working alone. They must be ready to rescue the lone worker. They must have the correct ERP (Emergency Response Plan), contact information, locations and/or maps.
- The contact person must record the time of each contact with the lone worker.
- The contact person must begin search procedures after \_\_\_\_\_ if the lone worker does not check in.

# Working Alone Procedure Template

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