If you have been diagnosed with COVID-19,
follow the steps below to monitor your health and avoid spreading the disease to others:

Communicate with Public Health

- After your diagnosis, you will receive a call from public health. It may take 1-3 business days for public health officials to contact you, and they will ask about your activities before and after you became ill.

Isolate Yourself

- You should strictly isolate yourself at home for <u>at least 7 days</u> after you became ill, and you should be feeling well (and without fever) for at least 3 days in a row before resuming normal activities.
- Other members of your household should also stay home, and no visitors should be allowed.
- Stay in a specific room and away from other people in your home to the extent possible. Use a separate bathroom, if available. Household contacts can consider relocating to a separate, uninhabited housing location if available to decrease their risk of exposure.
- Where possible, ask others such as friends or family, to get food or necessities for you.
- If you must leave home, such as to seek medical care, wear a surgical mask if you have one.

Inform Your Close Contacts

- Your close contacts will also need to stay home for 14 days after their last contact with you.
- Close contacts include anyone that you were within 6 feet of for >10 minutes while feeling ill.
- Please share this resource with your contacts for additional information: https://www.tn.gov/content/dam/tn/health/documents/cedep/novel-coronavirus/CloseContactGuidance.pdf

Monitor Your Health

- There is no specific treatment for COVID-19.
- Get plenty of rest, stay hydrated and, if needed, take medication to reduce your fever.

Arrange for Care

- If your symptoms get worse and you need to seek healthcare, call ahead and tell the provider that you have been diagnosed with COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

Practice Healthy Habits

- Cover your cough or sneeze into your elbow or a tissue.
- Wash your hands often with soap and water for ≥ 20 seconds, or use alcohol-based hand rub.
- Clean and disinfect objects and surfaces regularly, including your phone.

Learn More

- Online: www.tn.gov/health/cedep/ncov or www.cdc.gov/coronavirus/2019-ncov

March 18, 2020

TN Department of Health

If you have been exposed to someone with COVID-19,

follow the steps below to monitor your health and avoid spreading the disease to others:

How do I know if I was exposed?

You generally need to be in close contact with a sick person to get infected. Close contact includes:

- Living in the same household as a sick person with COVID-19
- Caring for a sick person with COVID-19
- Being within 6 feet of a sick person with COVID-19 for about 10 minutes or longer
- Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.)

Communicate with Public Health

- You may receive a call from public health if you have been in close contact with someone with COVID-19. They will explain quarantine guidance and answer any questions you have.
- If you have any additional questions, contact your local health department.

Quarantine Yourself

- You should stay home for <u>14 days</u> after your last contact with the person with COVID-19. If your contact is a household member, you may need to stay home for longer.
- Do not go to work or school, and avoid public places for 14 days.
- If possible, get others such as friends or family, to drop off food or other necessities.

Monitor Your Health

- Watch for **fever, cough and shortness of breath** during the 14 days after the last day you were in close contact with the person with COVID-19.
- **If you develop these symptoms within 14 days of last contact with a person with COVID-19,** you may have COVID-19.
- If your symptoms are mild, stay home and monitor your health. If you need medical assessment, call the health clinic or hospital before you arrive and tell the provider that you are a contact to a person who was diagnosed with COVID-19.

Practice Healthy Habits

- Cover your cough or sneeze into your elbow or a tissue.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand rub.
- Clean and disinfect objects and surfaces regularly, including your phone.

Learn More

- Online: www.tn.gov/health/cedep/ncov or www.cdc.gov/coronavirus/2019-ncov

March 16, 2020

All Types of PPE

- Ensure only essential personnel enter patient care areas to limit the amount of PPE used on patients.
- Consider alternative mechanisms for healthcare provider (HCP) and patient interactions including telephones, video monitoring, and video-call applications on cell phones or tablets.
- Restrict or exclude visitors from entering the rooms of patients with known or suspected COVID-19 and other diagnosis requiring isolation/PPE use by HCPs.
- Consider storing PPE in secure locations to ensure utilization only by approved HCP.
- Consider delaying or rescheduling elective visits, admissions, surgeries and procedures.
- If gowns or masks are being reused, ensure that staff are educated on how to properly remove and store items to prevent contamination (https://www.cdc.gov/niosh/npptl/pdfs/PPE-Sequence-508.pdf)

N-95 Respirators

- Limit respirator use to HCP who are performing an aerosol generating procedure, working in a sterile field, or may be exposed to high velocity splashes, sprays, or splatters of blood or body fluids.
- OSHA has allowed that annual fit testing can be temporarily suspended if a HCP has already been fit tested to that respirator (see memo here: https://www.osha.gov/memos/2020-03-14/temporary-enforcement-guidance-healthcare-respiratory-protection-annual-fit). If fit testing must be performed, qualitative methods should be used.

Gowns

- Prioritize the use of gowns with COVID-19 patients for:
    - Aerosol-generating procedures (such as suctioning, nebulizer treatments, and other respiratory treatments or procedures)
    - Care activities where splashes and sprays are anticipated
    - High-contact patient care activities that provide opportunities for transfer of pathogens to the hands and clothing of healthcare providers (dressing, bathing/showering, transferring, providing hygiene, changing linens, changing briefs or assisting with toileting, device care/use, or wound care)
- Consider extending the use of single use gowns for healthcare providers without changing the gown between patients who have the same infectious disease diagnosis or exposure and are maintained in a confined area. If the gown becomes contaminated, replace it.
- Continue to use gowns for patients on Contact Precautions for multi-drug resistant organisms (e.g. MRSA, CRE, etc.)

Surgical Masks

- Re-use surgical masks during care for multiple patients during activities with low transmission risk (such as dispensing medications). If the mask becomes contaminated, replace it.
- Use surgical masks beyond the manufacturer-designated shelf life in a setting where there is a lower risk of transmission (e.g. non-aerosol generating procedures). Masks should be visibly inspected prior to use, and discarded if there are concerns (such as degraded materials or visible tears).

Adapted from:
- https://www.cdc.gov/niosh/topics/hcwcontrols/recommendedguidanceextuse.html
- https://www.fda.gov/medical-devices/letters-health-care-providers/surgical-mask-and-gown-conservation-strategies-letter-healthcare-providers
- https://www.fda.gov/medical-devices/letters-health-care-providers/surgical-mask-and-gown-conservation-strategies-letter-healthcare-providers

March 17, 2020

If you have been tested for COVID-19, follow the steps below to monitor your health and avoid spreading the disease to others:

Communicate with Public Health

- Public health will contact you with your results as soon as possible. It may be a week or longer, depending on demand.
- If you receive negative (or "not detected") results, and COVID-19 is still circulating in your community, continue to reduce your risk of getting sick by:
  - Practicing social distancing
  - Washing your hands
  - Avoiding non-essential outings

Isolate Yourself

- While waiting for results, you should strictly isolate yourself at home.
- Stay in a specific room and away from other people in your home to the extent possible. Use a separate bathroom, if available. Household members can consider staying in a separate location, if available, to decrease their risk of exposure.
- Where possible, ask others such as friends or family, to get food or necessities for you.
- If you must leave home, such as to seek medical care, wear a surgical mask if available.

Monitor Your Health

- There is no specific treatment for COVID-19.
- Get plenty of rest, stay hydrated and, if needed, take medication to reduce your fever.

Arrange for Care

- If your symptoms get worse and you need to seek healthcare, call ahead and tell the provider that you have been tested for COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

Practice Healthy Habits

- Cover your cough or sneeze into your elbow or a tissue.
- Wash your hands often with soap and water for ≥ 20 seconds, or use alcohol-based hand rub if soap and water are not available.
- Clean and disinfect objects and surfaces regularly, including your phone.

Learn More

- Online: www.tn.gov/health/cedep/ncov or www.cdc.gov/coronavirus/2019-ncov

March 19, 2020

COVID-19

What Employers Need to Know

COVID-19 is rapidly spreading worldwide, within the United States, and Shelby County, Tennessee. Within Shelby County, we have experienced ongoing exposures in a wide array of workplaces. The information provided below is designed to assist you in preventing the spread of COVID-19 in the workplace.

- ✓ **Stay Current:** COVID-19 is a novel coronavirus. As such, our ability to understand the virus expands daily, resulting in frequent updates in the information. Rely upon experts to stay current.

  Centers for Disease Control and Prevention
  https://www.cdc.gov/coronavirus/2019-ncov/index.html
  Tennessee Department of Health
  https://www.tn.gov/health/cedep/ncov.html
  Shelby County
  http://shelbytnhealth.com/
  City of Memphis
  https://covid19.memphistn.gov/

- ✓ **Prevention of COVID-19:**
  - ➢ Travel Restrictions both outside and within the United States:
    - Avoid all non-essential travel. Avoid travel to locations with known transmission of COVID-19.
    - Implement self-monitoring for all employees who travel to locations with known transmission of COVID-19.
      - https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html
  - ➢ Social Distancing:
    - Promote adherence to all executive orders and health directives.
    - Alter operations and staffing to promote social distancing.
    - Consider alternate work schedules and/or work from home options.
  - ➢ Hygiene
    - Promote and support preventive measures such as good hand hygiene at least 10 times a day and cough etiquette.
    - Clean work surfaces particularly high touch areas with EPA approved cleaning products at least once a day.
      - https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fcleaning-disinfection.html

- ✓ **Provide Personal Protective Equipment (PPE)**
  - PPE recommendations vary depending on an individual's roles and responsibilities.
  - Provide instruction to employees regarding recommended PPE.
- ✓ **Identify and Exclude Individuals with Illness from the Workplace**
  - Do not allow employees to work while ill. Support employees to remain at home if ill with fever, cough, or other signs of respiratory illness.

- Screen for fever, cough, and other signs of respiratory illness before entering the work area. Exclude individuals who screen positive.
- Be alert to individuals who are exhibiting signs and symptoms of illness. Exclude those individuals from the workplace.

✓ **Assist in Public Health Efforts to Isolate and/or Quarantine Individuals who have COVID-19 or who have been exposed to COVID-19:**

Employers may be amongst the first to be notified by an employee if/when the employee receives notice of a positive COVID-19 test. The following actions by the employer will further assist in reducing the spread of COVID-19.

1. Clean the individuals work area using an approved cleaning solution and recommended PPE.
2. Identify others who may have come in contact with the employee. Close contact is defined as having had close contact less than six (6) feet distance between all parties for ten (10) minutes or more during the time that the employee was infectious (infectious period). The infectious period is defined as two (2) days prior to the onset of the first signs and symptoms of COVID-19.
3. Once contacts are identified, immediately inform the employees that they have potentially been exposed to COVID-19 and that they should not return to work for 14 days. During the 14-days of quarantine, employees should monitor their temperature, and for signs and symptoms of COVID-19 daily. If signs and symptoms of COVID-19 occur, the employee should contact their healthcare provider.
Note: The Shelby County Health Department (SCHD) will be contacting the employee with COVID-19, the employer and those identified as coming in contact with the employee during the infectious period. However, there may be delays in reporting the positive result to the SCHD. ***There is no need to wait for the SCHD to implement the above protective measures.***
4. Maintain the privacy of the employee who has been diagnosed with COVID-19, including all contacts.

✓ **Support Return to Work**
Individuals diagnosed with COVID-19 can return to work under the following conditions:
- Fever free for three (3) days without anti-fever medication, **and**
- At least seven (7) days since the onset of signs and symptoms of COVID-19
- A testing based decision to return to work can be also followed by two (2) negative PCR tests within 24 hours.
- Contacts of COVID-19 positive individuals may return to work within 14 days if no symptoms, however, if they are essential personnel and need to be back sooner they may work at any time during the 14 days provided they have a surgical mask on at all times and practice hand hygiene. ***If symptoms develop they should immediately leave work.***

✓ **Provide Information and Support to Employees**
- Continue to provide employees with the latest information on COVID-19 and information on what you are doing to promote their health and safety.
- Support access to employee assistance programs as the social, emotional and financial impact of COVID-19 is significant.

DEFINITIONS:

Social Distancing is a set of measures that result in the physical distance between people to reduce the risk of exposure to a contagious disease. Measures include maintaining a minimum of 6 feet distance from other people, avoiding gatherings of 10 or more people and avoiding large crowds.

Self-Monitoring separates people who have traveled to countries or communities with known community transmission of a contagious disease and are not known to have had direct exposure to a contagious disease. Usually, these persons are not sick.

Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. Usually, these persons are not sick.

Isolation separates sick people with a contagious disease from people who are not sick.