

Supervisors COVID-19 Guide

Scenario	Guidance
Employee is experiencing COVID-19 signs/symptoms (Ex. fever, cough, shortness of breath)	<ul style="list-style-type: none"> • Remain home • Call nurse help line at 524-2273 or call their medical provider • Comply with medical orders for self-isolation or quarantine (i.e amount of days needed).
Employee exposed to a confirmed case of COVID-19	<ul style="list-style-type: none"> • Remain home • Call Public Health at 333-9443/208-5588 for a risk assessment • Comply with medical orders for self-isolation or quarantine (i.e amount of days needed).
Employee traveled to a Level 2 or Level 3 country per www.cdc.gov (outside US) or to a US state with community spread COVID-19 (Washington State, NY, California)	<ul style="list-style-type: none"> • Remain home • Call Public Health at 333-9443/208-5588 for a risk assessment <p>**See DoD Force Health Protection Guidance below**</p>
Employee received a COVID-19 State/County/AF Public Health alert that travel to a location within Colorado State may have exposed them to COVID-19 (EX: Summit/Eagle/etc. for skiing)	<ul style="list-style-type: none"> • Follow the PH notification guidelines • Home-quarantine for 14 days <p>Call Public Health at 333-9443/208-5588 for further questions</p>
Employee is a second order or greater contact to a confirmed case of COVID-19	<ul style="list-style-type: none"> • Employee may still come work • Monitor daily by supervisor for COVID-19 signs/symptoms (Ex: fever/feverish, cough, shortness of breath) • Telework is authorized at work center's discretion • If signs/symptoms develop call Public Health at 333-9443/208-5588 for a risk assessment
Employee works in high risk area (Ex. childcare, healthcare, First responders) or employee is >65 and/or has serious chronic medical conditions (Ex. Heart disease, Lung disease, Diabetes)	<ul style="list-style-type: none"> • Work center MAY monitor employee daily for COVID-19 signs/symptoms (Ex fever, cough, shortness of breath) • If signs/symptoms develop call Public Health at 333-9443/208-5588 for a risk assessment
Employee was instructed to self-isolate, what does that mean?	<ul style="list-style-type: none"> • Separates sick people with a contagious disease from people who are not sick. • Is for people who are already sick. • Can be voluntary, but public health agencies have legal authority to issue isolation orders to people who are sick. <p>How long does it last?</p> <ul style="list-style-type: none"> • You should be in isolation (stay away from others) until: <ul style="list-style-type: none"> ○ You have had no fever for at least 72 hours (that is three full days of

	<p>no fever without using medicine that reduces fevers)</p> <p>AND</p> <ul style="list-style-type: none"> ○ other symptoms have improved (for example, when your cough or shortness of breath have improved) <p>AND</p> <ul style="list-style-type: none"> ○ At least 7 days have passed since your symptoms first appeared ○ CDC: What to do if you are sick: cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html <ul style="list-style-type: none"> • Health care workers may have to isolate for longer and should do what they are told by the health care facility they work for.
<p>Employee was instructed to quarantine, what does that mean?</p>	<ul style="list-style-type: none"> • Separates people and restricts their movement if they were exposed to a contagious disease to see if they become sick. • Is for people who are not sick, but who may have been exposed to someone (in close contact with someone) who is sick. • Can be voluntary, but Colorado has legal authority to issue quarantine orders to people who were exposed to a contagious disease. <p>How long does it last?</p> <p>Stay at home or stay put in your same location for 14 days so you don't spread the disease to healthy people. If you get sick, begin following the isolation directions listed above.</p> <p>What else should I do?</p> <p>Stay home, or in your same location, except to get medical care.</p> <p>If you have a medical appointment, call ahead and let them know you are under quarantine (either by order or self-imposed) for COVID-19, so the office can take steps to protect other people.</p> <p>Otherwise:</p> <ul style="list-style-type: none"> • Restrict activities outside your home. • Do not go to work, school, or public areas. • Avoid using public transportation, rideshares, or taxis.

	If you get sick and your illness is mild, you may be able to isolate and recover at home without seeing a medical provider. If your symptoms worsen or if you are in a higher risk group because you are older than 60 or have a chronic illness, call a health care provider or nurse line to find out what to do.
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*Work centers: Do not notify patrons of an employee's pending COVID-19 test. If an employee has a positive test, Public Health will provide a notification and guidance at that time.



What to do with Returning Travelers

(Reference DoD Force Health Protection Guidance, Supplement 4, 11 Mar 20)

If **Service members**, **DoD civilians**, **contractor personnel**, or **family members** are returning from any OCONUS location, excluding Alaska and Hawaii, regardless of reason (PCS, TDY, leave, etc.) to include Re-deployers.

This is a quick reference sheet only. Additional details are included in DoD FHP, Supplement 4.

If **Service members**, **DoD civilians**, **contractors**, or **family members** are returning from any CONUS location, including Alaska and Hawaii, to include all forms of travel, PCS, TDY, and leave.

Note: Installations can make force health protection guidance more directive/stringent depending on local conditions, i.e. Declaration of a Public Health Emergency.

1. **Service members** will be placed under 14 day Restriction of Movement (ROM). Service members will self monitor by taking their temperature twice daily to check for fever (>100.4F or 38C per CDC) and remain alert for cough or difficulty breathing. If symptoms develop, immediately self isolate, limit contact with others, notify supervisor or chain of command, and seek medical advice from their health care provider by phone.
2. For **DoD civilians and contractor personnel**, restrict workplace access for 14 days. If feeling feverish or developing a fever, cough, or difficulty breathing, immediately notify supervisor or chain of command, and seek medical advice from their healthcare provider by phone.
3. **Family members** are strongly encouraged to follow DoD Force Health Protection Guidance.
4. In all cases of ROM or person under investigation (PUI), notify installation Public Health. A PUI is a person being tested for COVID-19.

1. **Service members** will implement self-observation remaining alert for fever, cough, or difficulty breathing. **Service members** will, to the extent possible, implement social distancing, avoiding congregate settings, mass gatherings, and maintaining 6 feet distance from others when possible.
2. If feeling feverish or if developing a fever, cough, or difficulty breathing, **Service members** will immediately self-isolate, limit contact with others, and seek medical advice from their healthcare provider by phone.
3. For **DoD civilians and contractor personnel**, self observation and accommodation of social distancing is encouraged. If feeling feverish or developing a fever, cough, or difficulty breathing, **DoD civilians and contractors** should immediately notify their supervisor or chain of command, and seek medical advice from their healthcare provider by phone. To restrict access to the workplace and maximize telework options, implement "Civilian Personnel Guidance for DoD Components in Responding to COVID-19. 8 March 2020.
4. **Family members** are strongly encouraged to follow DoD Force Health Protection Guidance.
5. In all cases of ROM or person under investigation (PUI), notify installation Public Health. A PUI is a person being tested for COVID-19.