

COMPANY	DATE	MANUAL	SUBJECT
«Company:Name»	April, 2020	«Doc:Manua IType»	CORONAVIRUS / COVID 19

In 2017 CDC released workplace guidance for dealing with a pandemic flu. While the influenza virus is notably different than a coronavirus, the following guidelines from that publication should be followed until further guidelines are provided.

Local managers have the authority to take appropriate actions outlined in the response plan based on the condition in each locality.

A pandemic occurs when a new virus that is different from seasonal viruses emerges and spreads quickly between people, causing illness worldwide. Most people will lack immunity to the pandemic virus. Pandemic viruses can be more severe, causing more deaths than seasonal viruses. Because it is a new virus, a vaccine may not be available right away. A pandemic could therefore overwhelm normal operations in workplace settings.

Everyday Preventive Actions

1. Stay home when you are sick. Stay home for at least 24 hours after you no longer have a fever or signs of a fever without the use of fever-reducing medicines.
2. Cover your coughs and sneezes with a tissue.
3. Wash your hands often with soap and water for at least 20 seconds.
4. Use at least a 60% alcohol-based hand sanitizer if soap and water are not available.
5. Clean frequently touched surfaces and objects.
6. Sanitize shared equipment and tools.

NPIs (non-pharmaceutical interventions)

Employers should be prepared to take these additional actions, if recommended by public health officials.

1. Allow workers to telework, if feasible.
2. Be prepared to allow workers to stay home if someone in their house is sick.
3. Increase space between people at work to at least 6 feet, as much as possible.
4. Decrease the frequency of contact among people at work.
5. Modify, postpone, or cancel large work events.
6. Postpone or cancel non-essential work-related travel.
7. Follow emergency closure procedures for offices and worksites.

Medical Information

1. Alert your healthcare provider immediately if you think you may be infected with COVID-19, including if you have been exposed to someone with the virus and have signs/symptoms of infection. If you are experiencing symptoms, you should tell your healthcare provider about any recent travel to areas where COVID-19 is spreading.
2. If you believe you have been exposed on the job, alert your supervisor or occupational health clinic immediately.
3. Your healthcare provider can determine if your signs and symptoms are explained by other causes, or if there is reason to suspect you may have COVID-19. If laboratory testing is appropriate, your healthcare provider will work with health officials in your state, who in turn will work with CDC, to collect and test any clinical specimens for diagnosis.

4. No vaccine or specific treatment for COVID-19 infection is available. Hospitals can provide supportive care for infected people.

Current guidance based on community exposure, for asymptomatic persons exposed to persons with known or suspected COVID-19 or possible COVID-19

CDC's recommendations for community-related exposures are provided below. Individuals should always follow guidance of the state and local authorities.

Quarantine & Isolation

- **Quarantine** is used to **keep someone who might have been exposed to COVID-19 away from others.**
- A person may have been exposed to the virus without knowing it (for example, when traveling or out in the community)
- Someone in self-quarantine stays separated from others, and they limit movement outside of their home.
- **Isolation** is used to **separate sick people from healthy people.**
- People who are in isolation should stay home.
- Anyone sick should separate themselves from others by staying in a specific "sick" bedroom or space and using a different bathroom.

If you:	Steps to take
If you or someone in your home might have been exposed	<p>Self-Monitor</p> <p>Be alert for symptoms. Watch for fever, cough, or shortness of breath.</p> <ul style="list-style-type: none"> • Take your temperature if symptoms develop. • Practice social distancing. Maintain 6 feet of distance from others, and stay out of crowded places.
If you feel healthy but:	Self-Monitor
<ul style="list-style-type: none"> • Recently had close contact with a person with COVID-19, or • Recently traveled from somewhere outside the U.S. 	<ul style="list-style-type: none"> • Check your temperature twice a day and watch for symptoms. • Stay home for 14 days and self-monitor. • If possible, stay away from people who are high-risk for getting very sick from COVID-19.
If you:	Self-Isolate
<ul style="list-style-type: none"> • Have been diagnosed with COVID-19, or • Are waiting for test results, or • Have symptoms such as cough, fever, or shortness of breath 	<ul style="list-style-type: none"> • Stay in a specific "sick room" or area and away from other people or animals, including pets. If possible, use a separate bathroom.