

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/Isolate at home • Call nurse help line at (719) 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 USAFA case of COVID-19 (Close Contact)	<ul style="list-style-type: none"> • There are times a person will test for COVID-19 off-base and not notify a supervisor to later find out they are COVID-19 positive. In this instance there is a delay from the county public health office to the USAFA public health office. • Remain home and notify supervisor • Supervisor calls Public Health at (719) 333-9443 notification of a COVID-19 positive case and a risk assessment and/or e-mail usaf.usafa.10-mdg.mbx.public-health@mail.mil • Comply with medical orders for self-isolation or quarantine (i.e amount of days needed).
PCS/TDY and Restriction of Movement	See 10 ABW PCS/TDY Commander's Guide Below (currently in draft)
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 • Call Public Health at (719) 333-9443 for clarifying questions only
Employee is a second order or greater contact to a confirmed case of COVID-19 (i.e. contact of a close contact of a COVID-19 positive case).	<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 your provider for further guidance
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, Asthma, etc.)	<ul style="list-style-type: none"> • Work center should monitor employee daily for COVID-19 signs/symptoms (Ex fever, cough, shortness of breath, loss of taste and/or smell) • If signs/symptoms develop ensure employee seeks medical advice and stays home until told otherwise.
Employee was instructed to self-isolate for 10 days from symptom onset, what does that mean?	<ul style="list-style-type: none"> • The person is highly suspect of having COVID-19 • 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

	<p>to people who are sick with a known disease such as COVID-19.</p> <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 24 hours (that is one full day of no fever without using medicine that reduces fevers) AND ○ symptoms have improved (for example, when your cough or shortness of breath have improved) AND ○ At least 10 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 • 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 self-isolate for 3 days (72 hrs), what does that mean?</p>	<ul style="list-style-type: none"> • The person is highly suspect of having COVID-19 • If a medical provider tests for COVID-19, but does not suspect the infection to truly be COVID-19 and the illness is attributable to another causative agent then the provider, in their best clinical judgment, may clear that person to return to work 72 hrs after symptom onset so long as: <ul style="list-style-type: none"> • You have had no fever for at least 24 hours (that is one full day of no fever without using medicine that reduces fevers) AND • symptoms have improved (for example, when your cough or shortness of breath have improved)
<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 or have been exposed to someone (in close contact with someone) who is sick with COVID-19 • Can be voluntary, but Colorado and USAFA have legal authority to issue quarantine

	<p>orders to people who were exposed to a contagious disease.</p> <p>How long does it last?</p> <p>Stay at home or stay put in your same location for 14 days (incubation period of the virus) 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 or food.</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. 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. <p>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 have a chronic illness, call a health care provider or nurse line to find out what to do.</p>
<p>If I am a close contact of a COVID-19 positive case and am directed to quarantine, do I need to be tested and where is this accomplished?</p>	<ul style="list-style-type: none"> • All persons who are close contacts of a COVID-19 positive USAFA case will be tested upon entering and before exiting quarantine. • Civilian (contractors and GS) close contacts of a USAFA COVID-19 positive who live and/or work on base are authorized COVID-19 testing at the 10 MDG. • Public Health notifies the close contacts of the quarantine and testing protocols and also notifies the 10 MDG with the names of the close contact. PERSONS NOT ON THE LIST OF CLOSE CONTACTS WILL BE TURNED AWAY.
<p>If someone in my household is COVID+, does the entire household have to quarantine?</p>	<ul style="list-style-type: none"> • Yes, any close contacts of the family member within the household should quarantine.

<p>What if a household member is a close contact of a COVID+ case that is not a member of the household?</p>	<ul style="list-style-type: none"> • If a household member is a close contact of a non-household COVID+ case then the household does not need to quarantine.
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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. ** Restriction of movement (ROM) is a term referring to the limitation of personal liberty for the purpose of ensuring health, safety and welfare. Quarantine and Isolation are two types of ROM. When in ROM, personnel shall avoid congregate settings, limit close contact with people, avoid traveling, self-monitor, and seek immediate medical care if symptoms (e.g., cough or shortness of breath) develop. Personnel assigned to specific types of ROM, to exclude isolation, may exit quarters to access outdoor exercise, and conduct other routine tasks not in a public setting provided they maintain social distancing greater than 6 feet from others. This should be the exception and not the rule as there is a potential for those in ROM to abuse the above amenities. Many times supervision is required.

What occurs during an investigation of a COVID-19 positive person?

Knowing ahead of time what happens during a COVID-19 positive case identification is important for supervisors and employees to allay any fears or concerns. Many times supervisors will have a list of close contacts within the workplace/workspace prior to Public Health's commencement of an investigation. This aids in saving time expediting the testing and quarantine of those exposed close contacts.

Public Health: COVID-19 Contact Tracing and Alerts

10th MDG Public Health regularly communicates and collaborates with the Colorado Department of Public Health and Environment (CDPHE) and the El Paso County Health Department to ensure uniformity of effort when a COVID-19 positive case is identified. There are many steps involved in the investigation of a case. It is important to remember that anyone can be exposed to COVID-19 on a daily basis. Exposure is not just limited to known cases of COVID-19 or workplace exposures. Supervisors should ensure employees are excluded from work if sick to reduce risk of exposure.

10th MDG Public Health investigates all COVID-19 positive cases and their close contacts. This is known as contact tracing. Per the Centers for Disease Control and Prevention (CDC), close contacts are those persons who spent at least 15 minutes or more and within 6 feet (2 meters) of the COVID-19 positive (index) patient. During an investigation the movements and whereabouts of the index case are identified. It is at this point Public Health begins to identify who has had close contact with the index case. Immediately, close contacts are interviewed and asked to quarantine (asymptomatic) or isolate (symptomatic) as they run the highest risk of having been infected. PH coordinates the testing of quarantined persons at the beginning and end of the quarantine period for return to work determination. Quarantine = 14 days and Isolation = 10 days from symptom onset and 72 hrs fever free without use of fever reducing medications.

Contact tracing relies on the recall and memory of interviewees. This is a lengthy process and the Public Health "world" understands that not all contacts will be identified or can be recalled by the index case. Some index cases may have a few hundred contacts depending on their social activities and not all of them will be considered close contacts. Such as was the case with the first COVID-19 related death in El Paso County. This person had up to 200+ contacts.

Another part of the process is to notify the workplace of the index case should they have a workplace. The workplace supervisor receives a Public Health Alert Notice to pass to all employees. Many times employees express fear or uncertainty when rumor is circulating that a person within the workplace tested positive and what that means for them and their families. The alert serves to provide information on where the exposure occurred, timeframe of exposure and information for the workplace. Public Health cannot release the name of the individual, which is what most concerned persons ask for, as it would be a breach of HIPAA and can stigmatize the index case.

This approach of workplace or mass notification to the public, such as that seen by the Colorado State Health Department a few weeks ago for person who had gone skiing in certain counties experiencing elevated COVID-19 cases, helps to notify a wider audience that cannot be captured through contact tracing and alert those contacts to the contact otherwise known as second and third order contacts. These persons run minimal to no risk as the virus is transmitted via a close distance for the most part. Because information is still limited in regards to the transmission of the virus, Public Health asks those second and third order contacts to resume normal activities, but monitor for signs and symptoms related to COVID-19.

Employer COVID-19 Screening Worksheet

It is highly encourage your work centers accomplish daily screening of employees especially those that are mission critical and/or higher risk work force demographic.

USAF Academy COVID-19 Employee Screening

DATE: _____

Name: _____ Agency: _____

Employee Role: _____

Do you have a fever? Yes: _____ No: _____

Temperature Reading: _____

Do you have any of the following symptoms?

Dry Cough: _____

Shortness of Breath: _____

Sore Throat: _____

Loss of taste or smell: _____

Nasal Congestion: _____

None: _____