COVID-19 React to Contact Checklist
Personnel Reporting and Facility Sanitation

Supervisor Tasks:
- Upon suspected exposure:
  - Instruct **symptomatic individual** to **GO HOME** and **quarantine for 14 days**.
  - Provide individual a copy of Quarantine Communication Toolkit
  - Identify **close contacts** (defined as anyone within 6 feet for 15 minutes or greater) of positive or suspected COVID-19 and instruct them to **GO HOME** and **quarantine for 14 days**. (refer to COVID-19 Case Management Form)
  - Report to the Chain of Command, DSS/PHO, anyone with positive, suspected or awaiting COVID19 test results and all employees who had close contact.
  - Begin Facility Sanitation

Facility Sanitation:
- Upon suspected positive exposure:
  - Identify all areas of possible exposure (i.e. sleeping bays, bathrooms, vehicles, desks, etc.).
  - Open outside doors and windows (if permissible).
  - **If possible, vacate the area immediately.**
  - Once last person has left the area, cordon off the area to restrict access.
  - **If mission permits, wait 24 hours** before cleaning and disinfecting to minimize additional exposure. If unable to wait 24 hours, a **MINIMUM of 2 hours must pass** before beginning cleaning.
    - Obtain ALL required PPE for personnel and cleaning supplies.
      - If a wait period of 24 hours has been achieved, surgical mask, disposable gloves and gowns are required.
      - If 2 hours has passed (but less than 24 hours), an N95 mask, eye pro/goggles, disposable gloves and gowns are required.
      - **Household bleach solution** will be effective against coronaviruses. **Leave solution on the surface for at least 1 minute.**
      - Alcohol solutions with at least 70% alcohol may also be used.
  - Clean contaminated area
    - **Contracted Cleaning:** If available, professional disinfecting will be performed by a contractor when suspected positive employee was throughout the entire facility or not practical for FTUS or custodial/maintenance personnel.
  - After cleaning, notify JOC and chain of command and re-open work area.