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

<u>**Supervisor Tasks**</u>:
- o Upon suspected exposure:
  - □ Instruct **symptomatic individual to <u>GO HOME</u> and <u>quarantine for 14 days</u>**.
  - □ 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 **<u>GO HOME</u>** and **<u>quarantine for 14 days</u>**. (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

<u>**Facility Sanitation**</u>:
- o 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.
    - a. Obtain ALL required PPE for personnel and cleaning supplies.
      - i. If a wait period of 24 hours has been achieved, surgical mask, disposable gloves and gowns are required.
      - ii. If 2 hours has passed (but less than 24 hours), an N95 mask, eye pro/goggles, disposable gloves and gowns are required.
      - iii. **Household bleach solution** will be effective against coronaviruses. **Leave solution on the surface for at least 1 minute**.
      - iv. Alcohol solutions with at least 70% alcohol may also be used.
  - □ Clean contaminated area
  - o <u>Contracted Cleaning:</u> 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.