



FAQ

Based on the latest CDC & OSHA Guidelines

What is considered “Close Contact”?

Being within 6 feet of a person with COVID-19 for a total of 15 minutes or more over a 24-hour period without proper PPE. Also being in a room with an aerosol procedure for any period of time without a properly fitted N95 and other required PPE.

Exposure includes the 48 hours PRIOR to the onset of symptoms

of Days

_____ -3 _____ -2 _____ -1 _____ 0 _____ +1 _____ +2 _____
Onset of Symptoms

Not exposed | Exposed ----- +

If a patient calls and says they are positive within 2 days after being seen in my office, what do I do?

Notify the Department of Public Health of the incident.

STAFF MEMBERS: Next, evaluate to see if anyone was in close contact with the patient. *See Symptoms tab for our Reporting a Symptom form.* If the answer is YES, then that staff member should immediately leave work and call their health care provider to begin the quarantine process. *See FFCRA tab for Leave Request Form.* If the answer is NO, then the staff should proceed as normal.

OTHER PATIENTS: Next, notify every patient who entered your office that day and up to 48 hours after that day. Provide them with a *Reporting a Symptom* form from your Symptom tab.



Exposure includes the 48 hours AFTER the exposure
of Days

0 _____ +1 _____ +2 _____ +3 _____
Exposure | Not Exposed

Then, your office needs to review your Air Exchanges. *For more details on how this works and how the exposure may differ depending on the procedure, review our “COVID-19 Exposure” tab.*

What if a staff member was exposed outside of the office, what do we do?

The first thing you do is evaluate to see if anyone (staff or patients) was in close contact with the staff member. *See Symptoms tab for our Reporting a Symptom form.* If the answer is YES, then that staff member should immediately leave work and call their health care provider to begin the quarantine process. *See FFCRA tab for Leave Request Form.*

What if a staff member was seeing patients while unknowingly infected with COVID-19?

Notify the Department of Public Health of the incident.

If the staff member was with a patient while the patient was not wearing PPE, then the patient is considered exposed. The office will then need to begin the task of contact tracing to inform the patient and all others that the staff member came in contact with the exposure. *See Symptoms tab for our Reporting a Symptom form*

What if a staff member is positive for COVID-19?

Notify the Department of Public Health of the incident.

Next, evaluate to see if anyone was in close contact with the staff member. To be clear, contact involves the time period 2 days BEFORE the onset of symptoms, or a positive COVID-19 test, whichever comes first. *See Symptoms tab for our Reporting a Symptom*



form. If the answer is YES, then that staff member should immediately leave work and call their health care provider to begin the quarantine process. *See FFCRA tab for Leave Request Form*. If the answer is NO, then your staff should proceed as normal.

What if a staff member's immediate family member (someone living in the home) is positive for COVID-19?

The staff member should immediately leave work or not come into work that day and call their health care provider to begin the quarantine process. *See FFCRA tab for Leave Request Form*.

What if an immediate family member (someone living in the home) is exposed to someone who is positive for COVID-19?

The staff member should monitor for symptoms as usual. If they had or continue to have close contact with the exposed person, they must take preventative actions, by washing their hands with soap and water, covering their coughs and sneezes, and cleaning surfaces frequently. They must be alert for symptoms of COVID-19.

If the person you were in close contact with were to test positive for COVID-19, and you had close contact with that person within 48 hours before diagnosis or 10 days after diagnosis, you would now become exposed and should follow the above guidelines for being in close contact with someone positive.

Someone on my staff doesn't feel well.

Each staff member should fill out a COVID-19 screening form when they arrive at work or prior to coming. If they answer YES to any of them, have a fever, or feel feverish, they should either leave work immediately or not come into work that day. If the symptoms persist, the employee should call their health care provider to begin the quarantine process. *See FFCRA tab for Leave Request Form*.



Someone in my home doesn't feel well.

You are considered in close contact with that person. You need to either leave work immediately or not go into work that day.

The sick member of your household should get tested. You need to stay home during the testing period.

If they get a positive test result, you need to quarantine for a total of 14 days moving forward. In addition, you should also contact your own health care provider. Please review the following link from the CDC for more information on quarantine guidelines:
<https://www.cdc.gov/coronavirus/2019-ncov/more/scientific-brief-options-to-reduce-quarantine.html>

If they get a negative test result and continue to not have any symptoms or feel ill, you can return to work as normal.

When is it OK to return to work?

Return to work and see other people when

- If you think or know I had COVID-19 and had symptoms
 - At least 10 days since symptoms first appeared **AND**
 - At least 24 hours with no fever without fever-reducing medication **AND**
 - Symptoms have improved
- If you tested positive for COVID-19 but had no symptoms
 - 10 days have passed since the test
 - Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19
 - If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart
 - If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID, and I had symptoms."

Fill out a *Return to Work* form in the Return to Work tab.



Review the CDC Guidelines about discontinuing isolation found in the same tab.

How should we be handling food consumption in the office lunch room or breakroom?

All meals, snacks, and drinks should be consumed OUTSIDE of the office. This significantly reduces exposure and keeps in-line with the general rule that surgical masks or N95 respirators be worn at all times inside. This rule, in order to be effective, means a mask should be covering your mouth AND nose, and a respirator should be part of a written Respiratory Protection Program with Medical Clearance and fit testing.

Regardless of all of the above, you should always monitor yourself for signs & symptoms of COVID-19 due to the very nature of the infection (oftentimes asymptomatic in nature)! Please see the list of signs and symptoms below, provided by the CDC.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- **Fever or chills**
 - **Cough**
- **Shortness of breath or difficulty breathing**
 - **Fatigue**
- **Muscle or body aches**
 - **Headache**
- **New loss of taste or smell**
 - **Sore throat**
- **Congestion or runny nose**
 - **Nausea or vomiting**
 - **Diarrhea**