As of 16 Mar 2020

JFSC Employees:

Steps To Take If You Think You've Been Exposed, Or Infected With COVID-19

1. Stay home or if at work go home!

2. Immediately call/text LCDR Moffatt (school nurse) at 360-908-1921 and explain your situation. She will notify Directors and Deans of the absence without violating HIPAA. Also:

> **Civilians:** Call your healthcare provider, acute care center, or civilian emergency room ahead of time and tell them that you may have COVID-19 so they can prepare for your arrival.
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> **Military:** Call Naval Medical Center Portsmouth COVID-19 Call Center at **757-953-6200**, available 24/7. If not in the local area, then call, text, or video chat the Nurse Advice Line at 1-800-874-2273, Option 1 or https:mhsnurseadviceline.com/home

3. Wear a mask to protect others from getting infected. If you do not have a mask, put one on at the hospital/clinic entrance.

4. Stay home until the test results are known. LCDR Moffatt will call/text you every day for updates until you come back to work.

5. While waiting for the test results, **write down a list of people you recently came in close contact with**. Close contact is defined as:

> a) Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case, or
>
> b) Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

6. Send home those employees that were noted as directly coming in close contact with the infected employee and have them self-quarantine until the test results are known. LCDR Moffatt will contact each person in self-quarantine daily for updates and report to Directors and Deans without violating HIPAA, until the employees come back to work.

7. If infected person **tests positive for COVID-19, then the employee stays home until released by a medical provider.** Those employees who have come in close contact with the infected person then need to be tested and remain self-quarantined for 14 days, or until a negative test result.

8. If a JFSC employee tests positive for COVID-19, then his/her office and/or classroom will need to be cordoned off for 14 days (allowing time for virus to die on surfaces) and then cleaned.

9. The Center for Disease Control (CDC) is the lead agency for the US Government regarding this virus, the best place to get up to date information is the CDC website:

> **https://www.cdc.gov/coronavirus/2019-ncov/index.html**

10. If you have ANY questions or concerns please contact LCDR Molly Moffatt.