TREC Guidelines for tackling the COVID-19 outbreak

General preventative actions include:
1. Wear a mask when interacting with people inside buildings/structures (e.g., greenhouses) and outdoors if within 6 ft of another individual. We know it's hot, but meeting with people out of doors (seek shade) and social distancing is probably the safest way to meet in-person.
2. Try to avoid close contact with sick people outside of work.
3. Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash or flush it down the toilet after you use it and <u>wash your hands</u>.
4. <u>Wash your hands</u> often with soap and water for at least 20 seconds. If soap and water are not available, use an <u>alcohol-based hand rub</u>.
5. Avoid touching your eyes, nose and mouth. Germs spread this way.
6. Frequently clean and disinfect surfaces (labs, offices, doorknobs, equipment, etc.) and objects that may be contaminated with germs.

Symptomatic for COVID-19: If you are sick with flu symptoms you <u>must</u> inform your supervisor and Maria Bernal (786-217-9227 office; 305-439-5476 cell) immediately. While sick, please stay at home and limit contact with others as much as possible to keep from infecting them.

Refer to CDC document (enclosed) **Quarantine if you might be sick** for more details. **What counts as a close contact?**
- You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you
- You did not wear a mask and/or social distance when out in public

<u>Why is this an important definition</u>? Because we potentially come into brief contact with numerous people during the day (i.e., less than 15 minutes, at greater than 6 ft distance) indoors and outdoors and with non-tested people who may have been exposed to COVID-19 and/or be asymptomatic COVID-19 positive people but have not been tested. So, what is a meaningful "contact" – no one knows for sure but from the available information it appears:
- Time in the presence of someone with COVID-19 is important – appears as time of exposure increases the danger of contracting COVID-19 increases (CDC indicates ≥15 minutes).
- Confinement with a COVID-19 positive (tested or not) is important – inside offices, labs and small room or a large room for a long time.
- Distance from a COVID-19 positive (tested or not) is important – CDC indicates ≤6 ft increases the danger of contracting COVID-19, so farther is better.

- Wearing a mask (over the mouth and nose) is important for preventing the aerosols from leaving the speaker and being inhaled by the listener.
- We do not know for sure, but it follows that:
  - Brief encounters with someone are probably not a problem.
  - It is safer to have 1 person/small room – think bathrooms, offices, tissue culture spaces, copy room, etc.
  - It is safer even in large rooms to not meet there with others form more than 15 minutes (why, the buildup of COVID-19 aerosols?).
  - Social distancing indoors and out of doors is important in avoiding COVID-19 aerosols.
  - Masking indoors or outdoors when potentially encountering anyone at less than 6 ft is important.

Contact tracing at TREC – Maria Bernal is our point person for tracing
1. When you become aware of a potential or verified COVID-19 exposure, immediately inform your supervisor and Maria Bernal (786-217-9227 office:305-439-5476 cell).
2. Maria Bernal will interview you [i.e., the COVID-19 positive, symptomatic, or exposed person (CP)] to compile a list of people at TREC the CP has interacted with over the previous 7 days. Use the categories below. Such people include:
   a. People contacted/interacted with inside the laboratory or office.
   b. People contacted/interacted with in the front office, field office, and shop.
   c. People contacted/interacted with closely outdoors.
   d. Potential equipment, equipment rooms, vehicles, etc. contacted (contaminated).
   e. Maria will then inform those people who may need to isolate and/or get tested.

Contact tracing, if and/or when COVID-19 occurs at TREC is addressed in the figures below.

Addressing COVID-19 infection or exposure for TREC employees

Group 1

You have been diagnosed positive for COVID-19
OR
You have had close contact [within 6 ft (2m) for at least 15 min] with someone who has been diagnosed positive for COVID-19, within 2 days of that person's symptom onset
OR
You have symptoms of COVID-19 (fever, cough, difficulty breathing, headache, etc.)

⬇

Self-isolate and follow the directions of your medical provider.
AND
You must notify your supervisor and Maria Bernal about your absence. Maria will interview you about your recent contacts and worksite locations

⬇

Do not return to work until you have received a negative test result, given Maria Bernal a copy, and received clearance from TREC administration. If you had tested positive, you must also obtain a note or email from your doctor that it is safe for you to return to work

Group 2

You have been exposed to someone who has been diagnosed positive for COVID-19, but you were NOT within 6 ft (2 m) of that person for at least 15 min, AND you were not exposed to secretions (cough)
OR
You have been exposed to someone who has a suspected but unconfirmed diagnosis for COVID-19

⬇

Discuss the situation with your medical provider.
AND
Monitor your health for symptom development. You may continue to come to work, although using an alternate location may be advisable

⬇

If COVID-19 symptoms develop, you must stop coming to work and notify your supervisor and Maria Bernal about your absence. Maria will interview you about your recent contacts and worksite locations. Do not return to work until you have received a negative test result, given Maria Bernal a copy, and received clearance from TREC administration. If you had tested positive, you must also obtain a note or email from your doctor that it is safe for you to return to work

Group 3

You were exposed to someone who does not show symptoms, but that person was exposed to a person who has a confirmed or suspected case of COVID-19

⬇

Monitor yourself for development of symptoms and limit how much contact you have with other people. You may continue to come to work, although using an alternate location may be advisable

⬇

If COVID-19 symptoms develop, you must stop coming to work and notify your supervisor and Maria Bernal about your absence. Maria will interview you about your recent contacts and worksite locations. Do not return to work until you have received a negative test result, given Maria Bernal a copy, and received clearance from TREC administration. If you had tested positive, you must also obtain a note or email from your doctor that it is safe for you to return to work

Travelers

International and domestic travel

- Employee returns to Florida from international travel or a cruise, or from a current "hot spot" state

- Self-quarantine for 14 days and monitor health
- If COVID-19 symptoms develop, you must notify your supervisor and Maria Bernal about your absence. Maria will interview you about your recent contacts and worksite locations. Do not return to work until you have received a negative test result and given Maria Bernal a copy. If you had tested positive, you must also obtain a note or email from your doctor that it is safe for you to return to work

Close contact with traveler

- Employee has no COVID-19 symptoms but has been in close contact with a person who has returned from international travel or from a current "hot spot" state

- Monitor yourself for development of symptoms and limit how much contact you have with other people. You may continue to come to work, although using an alternate location may be advisable
- If COVID-19 symptoms develop, you must stop coming to work and notify your supervisor and Maria Bernal about your absence. Maria will interview you about your recent contacts and worksite locations. Do not return to work until you have received a negative test result and given Maria Bernal a copy. If you had tested positive, you must also obtain a note or email from your doctor that it is safe for you to return to work

CDC, how are quarantine and isolation different:

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html

Also please see the enclosure below - COVID-19: Quarantine vs. Isolation

CDC, When You Can be Around Others After You Had or Likely Had COVID-19

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html

CDC, Self-checker guide to seeking medical assistance

https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

For more on COVID-19 and its prevention, visit:
- Florida Department of Health
- Centers for Disease Control and Prevention
- World Health Organization.
- Videos (https://www.cdc.gov/nonpharmaceutical-interventions/tools-resources/educational-materials.html)
- NIOSH Approved particulate filtering facepiece respirators – go to https://www.cdc.gov/niosh/npptl/topics/respirators/disp_part/default.html

(OD/trec/adm/disaster committee/TREC general guidelines update v2.doc)