



# **COVID-19 Prevention Rotational Employee Travel Guidance Plan**



# **Rotational Employee Travel**

## **Going Home**

# Rotational Travel Home

Employees who live in State

While traveling employees will wear face coverings, practice social distancing and other CDC guidelines

While off-duty, employees will follow all State of Alaska Health Mandates and Health Alerts

While off duty employees will self-monitor for symptoms.

If an employee or a member of the employees household develops symptoms, the employee will obtain a COVID-19 test in their home community

Employees will keep their supervisor informed of symptoms and test results.

Employees who are symptomatic will not return to work until symptoms are gone and a negative COVID-19 test results are received

Employees who live out of State

While traveling employees will wear face coverings, practice social distancing and other CDC guidelines

While off-duty, employees will follow all home State and State of Alaska Health Mandates and Health Alerts. Employees will adhere to whichever guidance is more restrictive.

While off duty employees will self-monitor for symptoms.

If an employee or a member of the employees household develops symptoms, the employee will obtain a COVID-19 test in their home community

Employees will keep their supervisor informed of symptoms and test results

Employees who are symptomatic will not return to work until symptoms are gone and a negative COVID-19 test results are received



**Rotational Employee Travel  
Returning to Work**

## Return Rotational Travel

While traveling employees will wear face coverings, practice social distancing and other CDC guidelines

Obtain COVID-19 testing at SSMH within 24-hours of arrival into Utqiagvik

Remain in quarantine until COVID-19 tests results are obtained

Follow department approved COVID-19 mitigation plan



**Rotational Employee Travel  
Self-Monitoring for COVID-19**



# Alaska Division of Public Health

*Prevention Promotion Protection*

## What to do if you have been asked to conduct self-monitoring for coronavirus disease (COVID-19)

*(Updated 4/1/20)*

If you were advised that you should monitor yourself for symptoms of COVID-19, please follow the guidance below:

### **Remain alert for respiratory symptoms (cough or shortness of breath) and fever\***

- Take your temperature twice per day
- Record your temperature and symptoms on a temperature log (one is available at: <http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/exposed.aspx>)
- Seek health advice
  - Before going to a doctor's office or emergency room, call ahead and tell the provider or office about your symptoms, and the request you received to self-monitor for COVID-19.
  - If you need to seek care, please wear a mask, if available, to your appointment.

### **Additional things you can do to keep yourself and others healthy are:**

- Wash your hands frequently with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based ( $\geq 60\%$  alcohol) hand sanitizers.
- Avoid touching your eyes, mouth and nose, especially with unwashed hands.
- Do not share personal items such as water bottles, smokes and/or vapes.
- Avoid close contact with individuals who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then immediately discard the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Practice social distancing. Avoid large gatherings and stay 6 feet away from other people, as much as possible.
- Limit contact with others.

\*For the purpose of this guidance, fever is defined as subjective fever (feeling feverish) or a measured temperature of 100.4°F (38°C) or higher. Note that fever may be intermittent or may not be present in some people, such as those who are elderly, immunosuppressed, or taking certain medications (for example, NSAIDs). Contact your health provider if you need to discuss your specific situation.

### 14-day fever and symptom follow-up form, days 1-7

Name: \_\_\_\_\_ Age (yrs): \_\_\_\_\_ Sex: M F  
 Street address: \_\_\_\_\_ City, State: \_\_\_\_\_ Telephone number: \_\_\_\_\_ Case  
 ID number (from contact listing form): \_\_\_\_\_ Contact number (from contact listing form): \_\_\_\_\_  
 Where did contact with the case occur: \_\_\_\_\_ Date of last contact with the case (mm/dd/yyyy): \_\_\_\_\_

Take your temperature twice a day, in the morning and in the evening, and write it down. Mark if you have any of the symptoms: circle 'Y' for Yes and 'N' for No. **Don't leave any spaces blank.** If you have a fever or any symptom, immediately call the Alaska Section of Epidemiology at 907-269-8000 or 800-478-0084.

Day # (from last contact)	1		2		3		4		5		6		7
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
Date													
AM or PM													
Temperature													
Felt feverish	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Cough	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Sore Throat	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Difficulty breathing/shortness of breath	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Muscle aches/headache	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Abdominal discomfort	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Vomiting	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Diarrhea	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N



### 14-day fever and symptom follow-up form, days 8-14

Name: \_\_\_\_\_ Age (yrs): \_\_\_\_\_ Sex: M F  
 Street address: \_\_\_\_\_ City, State: \_\_\_\_\_ Telephone number: \_\_\_\_\_  
 Case ID number (from contact listing form): \_\_\_\_\_ Contact number (from contact listing form): \_\_\_\_\_  
 Where did contact with the case occur: \_\_\_\_\_ Date of last contact with the case (mm/dd/yyyy): \_\_\_\_\_

Take your temperature twice a day, in the morning and in the evening, and write it down. Mark if you have any of the symptoms: circle 'Y' for Yes and 'N' for No. **Don't leave any spaces blank.** If you have a fever or any symptom, immediately call the Alaska Section of Epidemiology at 907-269-8000 or 800-478-0084.

Day # (from last contact)	8		9		10		11		12		13		14	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Date														
AM or PM														
Temperature														
Felt feverish	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Cough	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Sore Throat	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Difficulty breathing/shortness of breath	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Muscle aches/headache	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Abdominal discomfort	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Vomiting	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Diarrhea	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N



# **Rotational Employee Travel Symptoms of COVID-19**

## **What are the symptoms of covid-19?**

- Prolonged incubation period with no symptoms (14 plus days)
- Onset of fever can be sudden, typically between 100.4 degrees and 103.5 degrees
- Illness often unfolds slowly over several days
- Body aches and tiredness
- Decreased appetite
- Headache
- Deep, dry cough
- Shortness of breath
- Drop in blood oxygen levels
- acute respiratory distress syndrome
- Special note: this is a “dry” illness – there is typically no congestion
- More and more reports of a loss of sense of smell or taste

# COVID-19

## Exposure and Symptoms



- The incubation period for COVID-19 is thought to extend to 14 days, with median time of 4-5 days from exposure to symptoms onset.
- The signs and symptoms of COVID-19 present at illness onset vary, but over the course of the disease, most persons with COVID-19 will experience the following:
  - Fever (83–99%)
  - Cough (59–82%)
  - Fatigue (44–70%)
  - Lack or loss of appetite (40–84%)
  - Shortness of breath (31–40%)
  - Sputum production (28–33%)
  - Myalgias (11–35%)
- Symptoms can be hard to characterize. Some patients show a delayed presentation of fever and respiratory symptoms.
- Some asymptomatic or pre-symptomatic infection is occurring; further research will help clarify the significance compared to symptomatic transmission.



**Rotational Employee Travel  
Preventing COVID-19**



# Alaska Division of Public Health

*Prevention Promotion Protection*

## What to do to prevent coronavirus disease (COVID-19) (updated 3/31/20)

You generally need to be in close contact with a sick person to get infected with the virus that causes COVID-19. Close contact includes:

- Living in the same household as a sick person with COVID-19, OR
- Caring for a sick person with COVID-19, OR
- Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing), OR
- Being within 6 feet of a sick person with COVID-19 for about 10 or more minutes

If you have not been in close contact to a person with laboratory-confirmed COVID-19, follow the general steps below to minimize your risk of COVID-19 infection and exposure for the future:

### What should I do to protect myself from COVID-19?

- Clean your hands often
  - Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
  - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick
- Put distance between yourself and other people if COVID-19 is spreading in your community.
- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.

### What should I do if I get sick but have not been in close contact to a person with laboratory-confirmed COVID-19? If you develop a fever, cough, or have trouble breathing:

- Stay home except to get medical care. Do not visit public areas.
- Stay in touch with your doctor. Call before you get medical care. Be sure to get care if you feel worse or you think it is an emergency.
- Avoid public transportation: bus, ride-sharing, or taxis.
- Stay away from others: As much as possible, you should stay in a specific "sick room" and away from other people in your home. Use a separate bathroom, if available.
- Limit contact with pets & animals: You should restrict contact with pets and other animals, just like you would around other people.
- Clean your hands often
- Avoid sharing personal household items
- Clean AND disinfect frequently touched surfaces daily.

More information on how to protect yourself from COVID-19 is available on the Centers' for Disease Control and Prevention's website: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>

# How to Protect Yourself and Others

## Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  - » Between people who are in close contact with one another (within about 6 feet).
  - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

## Everyone should

### Clean your hands often

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- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

### Avoid close contact

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- **Avoid close contact** with people who are sick.
- **Stay at home as much as possible.**
- **Put distance between yourself and other people.**
  - » Remember that some people without symptoms may be able to spread virus.
  - » This is especially important for **people who are at higher risk of getting very sick.** [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

## Cover your mouth and nose with a cloth face cover when around others

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- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
  - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

## Cover coughs and sneezes

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- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## Clean and disinfect

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- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.



# Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

## How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

## CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

## Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

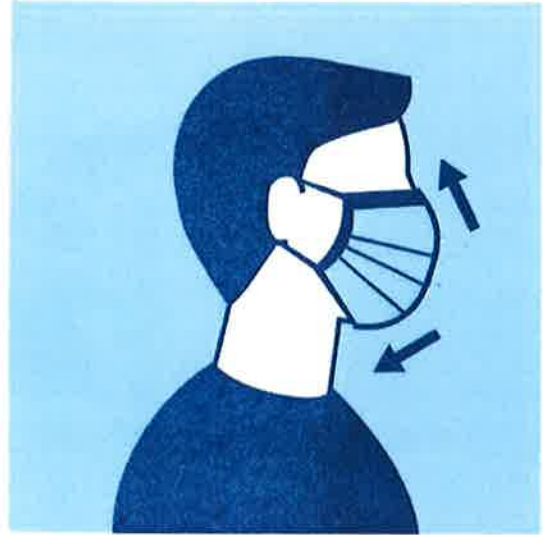
Yes. They should be routinely washed depending on the frequency of use.

## How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

## How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)