



COVID-19 Quick Reference Guide

DEFINITIONS

Confirmed Case – an individual has been tested and is positive for COVID-19.

Probable Case – an individual has been identified by a state/local/municipal department of health to be a close contact of a confirmed case and is symptomatic for COVID-19 and/or has been determined based on CDC guidelines to otherwise be probable. Probable cases are treated the same as confirmed cases.

Possible Case – an individual has COVID-19 symptoms and is being tested for the virus.

Close Contact – an individual who has been within 6 feet for 15 consecutive minutes or more of someone who is a confirmed or probable case.

Isolation – an order by a Department of Health to a confirmed or probable case in order to not expose others to the virus. Isolation ends 10 days from the onset of symptoms AND the individual is fever free for 24 hours without the use of fever reducing medication AND symptoms have improved.

Quarantine – an order by a Department of Health to a close contact in order to not expose others to the virus. Quarantine ends 14 days after the last exposure to a confirmed/probable individual. A physician-advised self-quarantine is often done while awaiting COVID-19 test results but does not need to last 14 days if results are negative. A quarantine in the absence of an actual order by a department of health is considered to be a self-quarantine.

Contact Tracing – the process of identifying individuals who would be considered close contacts of a confirmed or probable case in order to notify of the need to quarantine.

FAQ'S

Who needs to quarantine?

Anyone who has been identified as a close contact of a confirmed or probable case and as ordered by a department of health will need to quarantine. A physician may also advise a self-quarantine while awaiting test results.

Who needs to isolate?

Anyone who is confirmed or considered a probable case and as ordered by a department of health will need to isolate.

When does contact tracing become necessary?

Contact tracing needs to be done to identify other individuals who may be deemed close contacts of a confirmed or probable case. Close contacts will need to quarantine as ordered by a department of health, a physician or employer.

What should someone do if he/she has symptoms?

Those employees with symptoms as outlined below should not report to work and contact Human Resources for further guidance. Typically, Human Resources will ask the individual to contact their health care provider for guidance on whether he/she should be tested for COVID-19.

Group A 1 or more symptoms	Group B 2 or more symptoms
Fever (100.4°) Cough Shortness of breath Difficulty breathing	Sore throat Runny nose/congestion Chills New lack of smell or taste Muscle pain Nausea or Vomiting Headache Diarrhea

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What should someone do if a household member has symptoms?

If the employee does not have symptoms, the employee can continue to work as normal even if a member of the household does have symptoms and/or is awaiting test results. Proper precautions should be followed. If the employee has symptoms also, the employee should not report to work and contact Human Resources.

If a child of the employee has symptoms and is being tested, the Erie County Department of Health is recommending that all children in the household be kept from school until test results are received to prevent a potential super spreader incident within the schools. Ultimately, this is determined by the School District.

How do I safely clean electronic equipment?

During the day, between student sessions, please clean equipment (iPads, Laptops, iPhones, Monitors, Keyboards, and mice) with soap and water. Please make sure you are wringing out your wash cloth so it is only damp. If the cloth is too wet it can damage the equipment. You will need to let them dry for 5 minutes before being placed back into the hands of a student. At the end of the day you will want to wipe off all equipment with a Disinfecting Wipe, as this needs a 20-30 minute dry time. Please make sure you are wringing out the wipe prior to it touching the equipment. A lot of times, these wipes are very saturated with liquid and could damage the equipment if not wringed out properly.

How do I properly wear a face mask?

Source: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

Wear your Mask Correctly

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- CDC does not recommend use of masks or cloth masks for source control if they have an exhalation valve or vent

