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ALABAMA



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## MEMO

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### Guidance for Departments:

1. Educate your employees about the situation and be prepared to discuss their needs for the upcoming weeks.
2. Review the attached CDC guidance and consult the CDC website for additional information: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
3. Increase cleaning protocols in frequently touched surfaces (counters, door handles, light switches, toilets, etc.). Staff should utilize gloves during all cleaning activities.
  - a. **COVID-19 can survive on hard surface for up to 72 hours.**
  - b. **The median incubation period for COVID-19 is 5 days. During this time asymptomatic carriers may still be contagious.**
4. Minimize exposure risk – no shaking hands, minimal face-to-face contact, frequent washing of hands, etc.
5. Monitor your employees for signs of illness, specifically fever, and refer them to seek medical care as needed.
  - a. Employees should not come to work until they are free from fever (100.4° or higher) for 24 hours without the use of medication.
  - b. Employees should consult with their primary care doctor to receive testing (currently)

The State is in the process of establishing screening centers, including drive-through screening centers.

6. Direct employees to stay home if they are exhibiting symptoms, if they have had contact with an infected individual, or if they have recently traveled to a high-risk area.
7. Document all excess costs incurred in response to this event using the attached form. This includes payroll expenses (extra shifts, overtime), equipment, supplies, and services.

Please remember that more than 80% of COVID-19 cases are classified as “mild” and do not require hospitalization; however, it is essential that we take the proper steps to mitigate risk. No additional facility closures are planned at present, but this will remain under review and action will be taken as necessary.