Guidance for DCS Staff Regarding Meetings, Training, Travel & Office Visitors
COVID-19 (Coronavirus)
March 20, 2020

The following guidance is based on the most current Centers for Disease Control (CDC) and Tennessee Department of Health (TDH) recommendations for the prevention of the spread of COVID-19. This guidance is not intended to address every potential scenario that may arise as this event evolves. This guidance may be updated at any time as more information is available.

Guidance for visitors in DCS offices.

- All visitors to DCS offices should complete a health screening questionnaire to determine risk prior to visitations or meetings. The health screening questions are:
  1. Have you or anyone in your home had contact within the last fourteen days with any person under screening/testing for COVID-19, or with anyone with known or suspected COVID-19?
  2. Do you or anyone in your home have any symptoms of a respiratory infection, for example, cough, sore throat, fever over 100.4, or shortness of breath?

  If the answer to either question is “Yes,
   1. Instruct the individual to remain at home and contact their health care provider immediately.
   2. In all circumstances above, instruct the client or family member to notify the receiving healthcare provider and transporter in advance of potential concern for COVID-19.

Guidance for travel.

- Non-essential out-of-state travel has been suspended until March 31, 2020 – a determination will be made at that time whether the suspension needs to be extended
- Essential travel has not been affected at this time.

Guidance for meetings.

- If you have been pre-approved to attend any conferences or out-of-state meetings, please check with your Deputy Commissioner, Assistant Commissioner or Executive Director for further instruction.
- Large group meetings (10 or more participants) have been suspended or rescheduled as a WebEx meeting until March 31, 2020 - will determine at that time whether the suspension needs to be extended.
- Non-essential trainings have been cancelled or rescheduled as a WebEx meeting until March 31, 2020 - will determine at that time whether the suspension needs to be extended.
- New Employee Orientations and Pre-service training is continuing at this point with modifications.
General guidance for staff.

- Best practices include:
  - Wash your hands often with soap and water (or alcohol-based hand rub) for at least 20 seconds, especially after coughing or sneezing. Do not touch your eyes, nose or mouth with unwashed hands.
  - Stay home when you are sick.
  - Cover your coughs and sneezes with your arm or a tissue.
  - Clean and disinfect objects (i.e. cell phone, computer, etc.) and high-touch surfaces regularly.

- You are considered high-risk if you are (1) over 60 years of age, (2) have one of the following conditions – diabetes, high blood pressure, heart disease. Please practice universal precautions to limit your risk.

- If you have any symptoms of a respiratory infection (cough, sore throat, fever above 100.4 or shortness of breath), contact your healthcare provider.

- If you have had contact with any persons under investigation for COVID-19 within the past 14 days or know anyone with known COVID-19, please contact your healthcare provider.