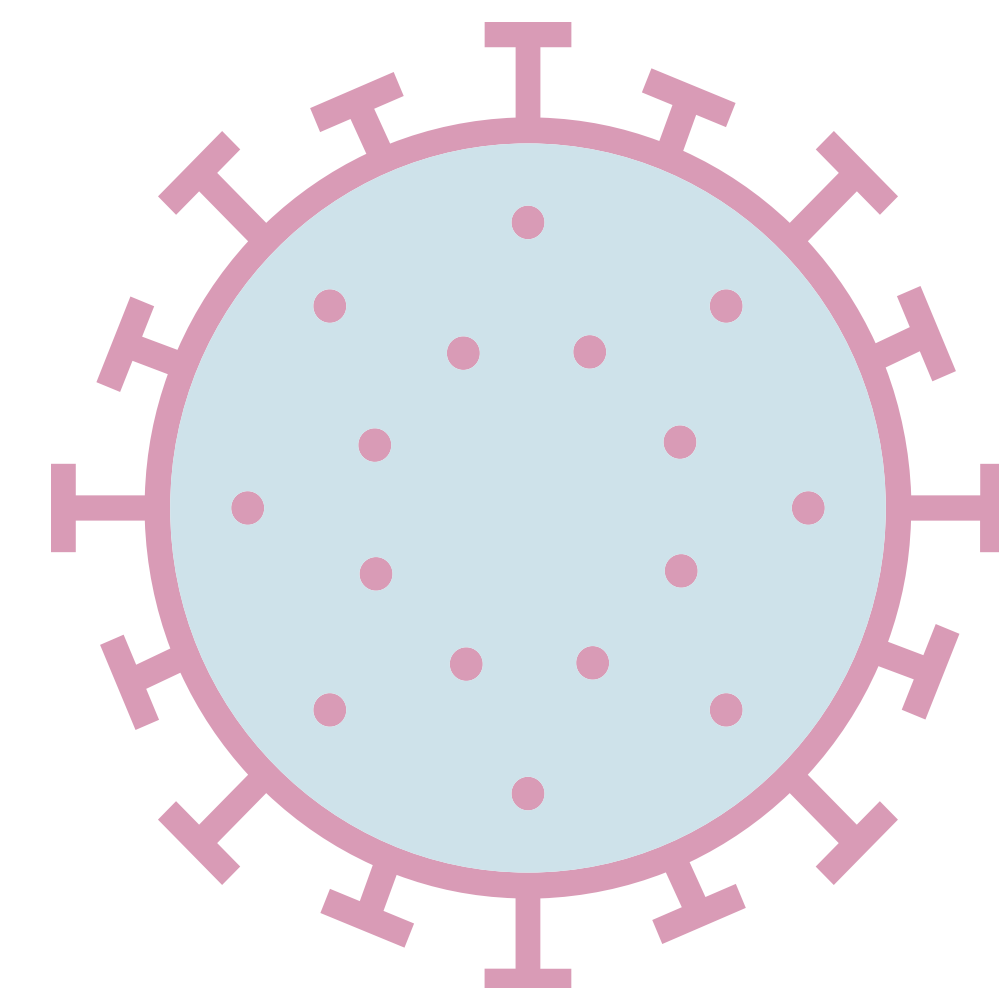


### Prevent the introduction of respiratory germs INTO your facility:

- Visitors should be limited
- If visitation is permitted, post signs instructing visitors, employees, and other persons not to visit if they have symptoms of respiratory infection – fever, cough or shortness of breath
- Visitors, employees, or any other persons seeking entrance who have fever, cough, or shortness of breath should be denied entry
- Ensure sick leave policies allow employees to stay home if they have fever or are sick
- Assess for client illness upon intake to the facility. Immediately mask any ill individuals



### Prevent the spread of respiratory germs WITHIN your facility:



- Provide daily updates and reminders to employees
- Monitor employees and clients for symptoms of illness
- Support hand and respiratory hygiene, including cough etiquette, by clients, visitors, and employees
- Ensure employees are properly trained on infection control procedures
- Maintain appropriate personal protective equipment (PPE) supplies and practice PPE conservation (PPE includes face masks, eye protection, gowns and gloves)
- Isolate persons that are ill and mask them immediately. PPE must be worn by those caring for ill individuals
- Designate "clean teams" that do not interact with ill individuals
- Consistently disinfect high traffic areas or known contaminated areas
- Set up stations within the facility where all people can easily access hand sanitizers

### Prevent the spread of respiratory germs AMONG facilities:

- Notify health care facilities prior to transferring a client with a fever, cough or shortness of breath, including suspected or confirmed COVID-19
- Report any possible COVID-19 illness in employees or clients to your local health department



#### For the most up-to-date information:

Tennessee Department of Health  
<https://www.tn.gov/health/cedep/ncov.html>

Centers for Disease Control and Prevention  
<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>