

What: Training materials for Heartland Industries, Hearth Residential Homes, Adult Life Programs, and Montana Achievement Project

Why: To address concerns for respiratory illnesses circulating in the Winter/Spring 2020 and beyond (i.e. COVID-19) and to reduce the spread of such illnesses in the facility

Who: For all staff

Updated 2.1.2022

Specific instructions for staff at program sites:

- Have alcohol-based hand sanitizer readily available at common areas used throughout the facility.
- Ensure the bathroom is supplied with soap and paper towels.
- Ensure you and clients are appropriately washing their hands. The following link will take you to a video from the World Health Organization on proper hand-washing:
<https://www.youtube.com/watch?v=3PmVJQUCm4E>
- Ensure the facility is stocked with easily accessible Kleenex boxes and trash bins.
- Staff shall wash their hands with soap and water or use alcohol-based hand sanitizer and ensure the clients are doing as well:
 - Upon arriving to facility/work or returning from an outing
 - Before and after eating
 - After using the restroom
 - Before and after touching their nose, eyes, and face
 - Before and after touching another staff person or client (i.e. high fives, shaking hands, etc)
 - After touching an item that was recently touched by a sick person (i.e. a client's sick family member comes to the office and hands you a piece of paper)
 - After sneezing or coughing
 - After emptying trash cans or disposing of used Kleenex
- Staff shall also ensure the following:
 - All clients you demonstrate or report a cough, fever, or shortness of breath, shall not participate in programming and shall remain home (or at a medical facility). If there are any questions about symptoms and concerns, please consult with facility supervisor, administration or facility nurse for clarification. (It should be noted that a concerning cough should be distinguished from a mild cough caused by a chronic condition, allergies, etc.).
 - All clients who have come in contact with a person known to have COVID-19 (a.k.a. "Coronavirus") should watch for symptoms and/or get tested
 - All clients who have been diagnosed with COVID-19 shall not participate in programming and shall remain home (or at a medical facility) for 5 days if symptoms have subsided and then can return.
 - All clients shall be offered supplies and encouraged to cough or sneeze into a clean Kleenex and properly dispose of it.
 - All staff shall wear hygiene gloves when handling any item that may be contaminated with a bodily fluid (i.e. a used Kleenex found on the floor).

- While on outings in public, to the extent possible, encourage clients to avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails, handshaking with people, etc. Use a tissue or sleeve to cover hand or finger if something must be touched. When appropriate and possible, bring alcohol-based hand sanitizer to outings or at least keep in the car for readily available use.
- Wash your hands or use sanitizer after touching surfaces in public places.
- In ADDITION to normal daily cleaning tasks, staff shall do the following every work day:
 - Wipe down all common areas, including tables, counters, hand rails, door knobs, faucets, toilets at least once per morning and once per afternoon/evening session, using approved cleaning supplies.
 - If a client or staff person leaves facility for the day because of being ill, everything that person came in contact with will be wiped down as soon as the person leaves.
 - If a family member, delivery person, etc stop by facility or come for a meeting and they are ill, everything that person came in contact with will be wiped down as soon as the person leaves.
 - Vehicles need to be disinfected after morning routes and afternoon routes using Clorox 1:10 mixture or another appropriate disinfectant wipe, such as Clorox Wipes. Gloves should be in vehicles and used by staff to protect their skin from cleaning supplies or bodily fluids.
- For the safety of clients and staff, anyone visiting the facility who is ill with a fever or cough should be politely asked to leave and to reschedule their attendance until they are well. Explain that this is being asked to protect the clients since many of them are high-risk for suffering more severe symptoms if they are infected with a respiratory illness.
- Staff should not be working at the facility if they have symptoms of Covid. Please notify your supervisor.

DEFINITIONS

Exposure

Contact with someone infected with SARS-CoV-2, the virus that causes COVID-19, in a way that increases the likelihood of getting infected with the virus.

Close Contact

A close contact is someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period. For example, three individual 5-minute exposures for a total of 15 minutes. People who are exposed to someone with COVID-19 after they completed at least 5 days of isolation are not considered close contacts.

Quarantine

Quarantine is a strategy used to prevent transmission of COVID-19 by keeping people who have been in [close contact](#) with someone with COVID-19 apart from others.

Who does not need to quarantine?

If you had close contact with someone with COVID-19 and you are in one of the following groups, you **do not need to quarantine**.

- You are [up to date](#) with your COVID-19 vaccines.
- You had confirmed COVID-19 within the last 90 days (meaning you tested positive using a [viral test](#)).

You should wear a [well-fitting mask](#) around others for 10 days from the date of your last close contact with someone with COVID-19 (the date of last close contact is considered day 0). [Get tested](#) at least 5 days after you last had close contact with someone with COVID-19. If you test positive or develop COVID-19 symptoms, isolate from other people and follow recommendations in the [Isolation](#) section below. If you tested positive for COVID-19 with a [viral test](#) within the previous 90 days and subsequently recovered and remain without COVID-19 symptoms, you do not need to quarantine or get tested after close contact. You should wear a [well-fitting mask](#) around others for 10 days from the date of your last close contact with someone with COVID-19 (the date of last close contact is considered day 0).

Who should quarantine?

If you come into close contact with someone with COVID-19, you should quarantine if you are not [up to date](#) on COVID-19 vaccines. This includes people who are not vaccinated.

What to do for quarantine

- Stay home and away from other people for at least 5 days (day 0 through day 5) after your last contact with a person who has COVID-19. The date of your exposure is considered day 0. Wear a [well-fitting mask](#) when around others at home, if possible.
- For 10 days after your last close contact with someone with COVID-19, watch for fever (100.4°F or greater), cough, shortness of breath, or other [COVID-19 symptoms](#).
- If you develop symptoms, [get tested](#) immediately and isolate until you receive your test results. If you test positive, follow [isolation](#) recommendations.

- If you do not develop symptoms, [get tested](#) at least 5 days after you last had close contact with someone with COVID-19.
 - If you test negative, you can leave your home, but continue to wear a [well-fitting mask](#) when around others at home and in public until 10 days after your last close contact with someone with COVID-19.
 - If you test positive, you should isolate for at least 5 days from the date of your positive test (if you do not have symptoms). If you do develop [COVID-19 symptoms](#), isolate for at least 5 days from the date your symptoms began (the date the symptoms started is day 0). Follow recommendations in the [isolation](#) section below.
 - If you are unable to get a test 5 days after last close contact with someone with COVID-19, you can leave your home after day 5 if you have been without [COVID-19 symptoms](#) throughout the 5-day period. Wear a [well-fitting mask](#) for 10 days after your date of last close contact when around others at home and in public.
 - Avoid people who are [immunocompromised or at high risk for severe disease](#), and nursing homes and other high-risk settings, until after at least 10 days.
- If possible, stay away from people you live with, especially people who are at [higher risk](#) for getting very sick from COVID-19, as well as others outside your home throughout the full 10 days after your last close contact with someone with COVID-19.
- If you are unable to quarantine, you should wear a [well-fitting mask](#) for 10 days when around others at home and in public.
- If you are unable to wear a mask when around others, you should continue to quarantine for 10 days. Avoid people who are [immunocompromised or at high risk for severe disease](#), and nursing homes and other high-risk settings, until after at least 10 days.
- See additional information [about travel](#).
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until after 10 days after your last close contact with someone with COVID-19.

After quarantine

- Watch for symptoms until 10 days after your last close contact with someone with COVID-19.
- If you have symptoms, isolate immediately and [get tested](#).

Quarantine in high-risk congregate settings

In certain congregate settings that have high risk of secondary transmission (such as correctional and detention facilities, homeless shelters, or cruise ships), CDC recommends a 10-day quarantine for residents, regardless of vaccination and booster status. During periods of critical staffing shortages, facilities may consider shortening the quarantine period for staff to ensure continuity of operations. Decisions to shorten quarantine in these settings should be made in consultation with state, local, tribal, or territorial health departments and should take into consideration the context and characteristics of the facility. CDC's [setting-specific guidance](#) provides additional recommendations for these settings.

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Isolation

Isolation is used to separate people with confirmed or suspected COVID-19 from those without COVID-19. People who are in isolation should stay home until it's safe for them to be around others.

At home, anyone sick or infected should separate from others, or wear a [well-fitting mask](#) when they need to be around others. People in isolation should stay in a specific “sick room” or area and use a separate bathroom if available. Everyone who has presumed or confirmed COVID-19 should stay home and isolate from other people for at least 5 full days (day 0 is the first day of symptoms or the date of the day of the positive viral test for asymptomatic persons). They should wear a mask when around others at home and in public for an additional 5 days. People who are confirmed to have COVID-19 or are showing symptoms of COVID-19 need to isolate regardless of their vaccination status. This includes:

- People who have a [positive viral test](#) for COVID-19, regardless of whether or not they have [symptoms](#).
- People with [symptoms](#) of COVID-19, including people who are awaiting test results or have not been tested. People with symptoms should isolate even if they do not know if they have been in close contact with someone with COVID-19.

What to do for isolation

- Monitor your [symptoms](#). If you have an [emergency warning sign](#) (including trouble breathing), seek emergency medical care immediately.
- Stay in a separate room from other household members, if possible.
- Use a separate bathroom, if possible.
- Take steps to [improve ventilation at home](#), if possible.
- Avoid contact with other members of the household and pets.
- Don't share personal household items, like cups, towels, and utensils.
- Wear a [well-fitting mask](#) when you need to be around other people.

Learn more about [what to do if you are sick](#) and [how to notify your contacts](#).

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Ending isolation for people who had COVID-19 and had symptoms

If you had COVID-19 and had [symptoms](#), isolate for at least 5 days. To calculate your 5-day isolation period, day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed. You can leave isolation after 5 full days.

- You can end isolation after 5 full days if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).
- You should continue to wear a [well-fitting mask](#) around others at home and in public for 5 additional days (day 6 through day 10) after the end of your 5-day isolation period. If you are unable to wear a mask when around others, you should continue to isolate for a full 10 days. Avoid people who are [immunocompromised or at high risk for severe disease](#), and nursing homes and other high-risk settings, until after at least 10 days.
- If you continue to have fever or your other symptoms have not improved after 5 days of isolation, you should wait to end your isolation until you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved. Continue to wear a [well-fitting mask](#). Contact your healthcare provider if you have questions.
- See additional information [about travel](#).

- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until a full 10 days after your first day of symptoms.

If an individual has access to a test and wants to test, the best approach is to use an [antigen test](#)¹ towards the end of the 5-day isolation period. Collect the test sample only if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation). If your test result is positive, you should continue to isolate until day 10. If your test result is negative, you can end isolation, but continue to wear a [well-fitting mask](#) around others at home and in public until day 10. Follow additional recommendations for masking and [avoiding travel](#) as described above.

¹As noted in the [labeling for authorized over-the counter antigen testsexternal icon](#): *Negative results should be treated as presumptive. Negative results do not rule out SARS-CoV-2 infection and should not be used as the sole basis for treatment or patient management decisions, including infection control decisions. To improve results, antigen tests should be used twice over a three-day period with at least 24 hours and no more than 48 hours between tests.*

Note that these recommendations on ending isolation **do not** apply to people with moderate or severe COVID-19 or with weakened immune systems (immunocompromised). See section below for recommendations for when to end isolation for these groups.

Ending isolation for people who tested positive for COVID-19 but had no symptoms

If you test positive for COVID-19 and never develop [symptoms](#), isolate for at least 5 days. Day 0 is the day of your positive viral test (based on the date you were tested) and day 1 is the first full day after the specimen was collected for your positive test. You can leave isolation after 5 full days.

- If you continue to have no symptoms, you can end isolation after at least 5 days.
- You should continue to wear a [well-fitting mask](#) around others at home and in public until day 10 (day 6 through day 10). If you are unable to wear a mask when around others, you should continue to isolate for 10 days. Avoid people who are [immunocompromised or at high risk for severe disease](#), and nursing homes and other high-risk settings, until after at least 10 days.
- If you develop [symptoms](#) after testing positive, your 5-day isolation period should start over. Day 0 is your first day of symptoms. Follow the recommendations above for [ending isolation for people who had COVID-19 and had symptoms](#).
- See additional information [about travel](#).
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until 10 days after the day of your positive test.

If an individual has access to a test and wants to test, the best approach is to use an [antigen test](#)¹ towards the end of the 5-day isolation period. If your test result is positive, you should continue to isolate until day 10. If your test result is negative, you can end isolation, but continue to wear a [well-fitting mask](#) around others at home and in public until day 10. Follow additional recommendations for masking and avoiding travel as described above.

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including infection control decisions. To improve results, antigen tests should be used twice over a three-day period with at least 24 hours and no more than 48 hours between tests.

Ending isolation for people who were severely ill with COVID-19 or have a weakened immune system (immunocompromised)

People who are severely ill with COVID-19 (including those who were hospitalized or required intensive care or ventilation support) and people with [compromised immune systems](#) might need to isolate at home longer. They may also require testing with a [viral test](#) to determine when they can be around others. CDC recommends an isolation period of at least 10 and up to 20 days for people who were severely ill with COVID-19 and for [people with weakened immune systems](#). Consult with your healthcare provider about when you can resume being around other people.

People who are immunocompromised should talk to their healthcare provider about the potential for reduced immune responses to COVID-19 vaccines and the need to continue to follow [current prevention measures](#) (including wearing a [well-fitting mask](#), [staying 6 feet apart from others](#) they don't live with, and avoiding crowds and poorly ventilated indoor spaces) to protect themselves against COVID-19 until advised otherwise by their healthcare provider. Close contacts of immunocompromised people—including household members—should also be encouraged to receive all [recommended COVID-19 vaccine doses](#) to help protect these people.

Isolation in high-risk congregate settings

In certain high-risk congregate settings that have high risk of secondary transmission and where it is not feasible to cohort people (such as correctional and detention facilities, homeless shelters, and cruise ships), CDC recommends a 10-day isolation period for residents. During periods of critical staffing shortages, facilities may consider shortening the isolation period for staff to ensure continuity of operations. Decisions to shorten isolation in these settings should be made in consultation with state, local, tribal, or territorial health departments and should take into consideration the context and characteristics of the facility. CDC's [setting-specific guidance](#) provides additional recommendations for these settings.

This CDC guidance is meant to supplement—not replace—any federal, state, local, territorial, or tribal health and safety laws, rules, and regulations.

Recommendations for Specific Settings

These recommendations do not apply to healthcare professionals. For guidance specific to these settings, see

- Healthcare professionals: [Interim Guidance for Managing Healthcare Personnel with SARS-CoV-2 Infection or Exposure to SARS-CoV-2](#)

IF YOU

Were exposed to COVID-19 and are NOT [up-to-date](#) on COVID-19 vaccinations

Quarantine for at least 5 days Stay home

Stay home and [quarantine](#) for at least 5 full days. Wear a well-fitted mask if you must be around others in your home. **Do not travel. Get tested**

Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.

After quarantine

Watch for symptoms Watch for symptoms until 10 days after you last had close contact with someone with COVID-19. **Avoid travel**

It is best to avoid travel until a full 10 days after you last had close contact with someone with COVID-19.

If you develop symptoms

[Isolate](#) immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others. **Take precautions until day 10**

Wear a mask

Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask. **If you must travel during days 6-10, [take precautions](#). Avoid being around people who are at high risk**

IF YOU

Were exposed to COVID-19 and are [up-to-date](#) on COVID-19 vaccinations

No quarantine

You do not need to stay home **unless** you develop symptoms. **Get tested**

Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19. **Watch for symptoms**

Watch for symptoms until 10 days after you last had close contact with someone with COVID-19. **If you develop symptoms**

[Isolate](#) immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others. **Take precautions until day 10**

Wear a mask

Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

[Take precautions if traveling](#)

Avoid being around people who are at high risk IF YOU were exposed to COVID-19 and had confirmed COVID-19 within the past 90 days (you tested positive using a viral test) No quarantine

You do not need to stay home **unless** you develop symptoms.

Watch for symptoms

Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

If you develop symptoms

[Isolate](#) immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others. **Take precautions until day 10 Wear a mask**
Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

[Take precautions if traveling](#)

Avoid being around people who are at high risk

Calculating Isolation

Day 0 is your first day of symptoms or a positive viral test. **Day 1 is the first full day after your symptoms developed or your test specimen was collected.** If you have COVID-19 or have symptoms, isolate for at least 5 days.

IF YOU

Tested positive for COVID-19 or have symptoms, regardless of vaccination status Stay home for at least 5 days

Stay home for 5 days and [isolate](#) from others in your home. Wear a well-fitted mask if you must be around others in your home. **[Do not travel.](#)**

Ending isolation if you had symptoms

[End isolation after 5 full days](#) if you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving. **Ending isolation if you did NOT have symptoms**
[End isolation after at least 5 full days](#) after your positive test.

If you were severely ill with COVID-19 or are immunocompromised

You should isolate for at least 10 days. [Consult your doctor before ending isolation.](#) **Take precautions until day 10 Wear a mask**

Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask. **[Do not travel](#)**

Do not travel until a full 10 days after your symptoms started or the date your positive test was taken if you had no symptoms.

Avoid being around people who are at high risk

- Patients, residents, and visitors to healthcare settings: [Interim Infection Prevention and Control Recommendations for Healthcare Personnel During the Coronavirus Disease 2019 \(COVID-19\) Pandemic](#)

Additional setting-specific guidance and recommendations are available.

- These recommendations on quarantine and isolation do apply to K-12 School settings. Additional guidance is available here: [Overview of COVID-19 Quarantine for K-12 Schools](#)
- Travelers: [Travel](#) information and recommendations
- Congregate facilities and other settings: [guidance pages for community, work, and school settings](#)

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