



Dear Shelter Colleagues,

Your professional dedication in these times, in the face of many, many challenges, continues to go above and beyond. Thank you always for your ongoing commitment and collaboration.

Your facility's leadership will designate a COVID-19 Outbreak Coordinator who will be the main liaison between your facility and their Coconino County Health and Human Services (CCHHS) counterpart. This individual should be primary shelter staff and/or work closely with them. They should also be the person with the most technical and professional expertise in this area and if possible, have a history of collaboration with CCHHS' Communicable Disease Team.

Your facility's designated COVID-19 Outbreak Coordinator will:

- Develop and maintain their facility's internal records of confirmed cases and close contacts, internal contact tracing and mitigation efforts, and be prepared to share this information and documentation with appropriate CCHHS professionals upon request and approval
- Report confirmed or suspected cases of COVID-19 to CCHHS by filling out the COVID-19 Facility Report Form through the CCHHS' webform that has been setup here: <https://www.coconino.az.gov/2475/Case-Reporting>
 - CCHHS will investigate the confirmed or suspected case and follow up with the facility's COVID-19 Outbreak Coordinator with any further recommendations for your facility as needed
- Report COVID-19 Outbreaks to CCHHS. The AZ Governor issued Emergency Measure 2020-03 on August 21, 2020. This order requires that schools report outbreaks of COVID-19. An outbreak is defined as:
 - Two (2) or more laboratory-confirmed COVID-19 cases among students, children in care, residents, or staff with onsets within a 14-day period, who are epidemiologically linked, do not share a household, and were not identified as close contacts of each other in another setting during standard case investigation or contact tracing
 - To report an outbreak, the Outbreak Coordinator will access reporting form that has been setup here: <https://www.coconino.az.gov/2475/Case-Reporting>
- Continue to implement enhanced infection control measures outlined in your facility's COVID-19 Response Plan and refer to that plan and to facility leadership for specific guidance to include:
 - Recommending physical distancing between individuals is maintained greater than 6 feet when possible

- Recommending that individuals wear a face covering
- Ensuring that individuals wash their hands frequently for at least 20 seconds
- Serve as an advocate for staff and residents to be accommodated if they develop symptoms and need to leave the facility, and to advocate that staff and residents should not report to the facility if:
 - They have tested positive for COVID-19 or are exhibiting COVID-19-related symptoms. Individuals should stay away from the facility until they meet the criteria for release from isolation.
 - They live in the same home or were in close contact (within 6 feet for longer than 15 cumulative minutes) with someone who tested positive for COVID-19 and do not meet the requirements for quarantine exemption found [here](#)
- Follow up with staff and residents who are isolating or quarantining to support them in following recommendations and guidelines throughout the process
- Facilitate symptom screening of any person entering the building, including residents, staff, family members, and other visitors. Screening may be provided prior to arrival at the facility or at the facility entrance

If any staff or residents develop any symptoms consistent with COVID-19* or any respiratory symptom that is not known to be a part of a chronic condition (i.e., asthma, allergies), they should:

- Be separated from other staff/residents and excluded from the facility as soon as it can be accommodated.
- Be encouraged to get a PCR, antigen (swab), or saliva test for COVID-19.
- Remain excluded from the facility until they have completed the isolation period outlined in the ADHS Release from Isolation Flow Chart.

*Please note that symptoms consistent with COVID-19 include:

- Fever or chills
- Cough, shortness of breath or difficulty breathing
- Sore throat, congestion or runny nose
- Muscle or body aches
- Headache
- Fatigue
- Nausea, vomiting or diarrhea
- New loss of taste or smell



Please continue to check the **CDC website** for the most up-to-date list of symptoms of COVID-19.

Staff and residents should **not**:

- Be required to provide a healthcare provider's note to confirm their illness to stay away from work/facility if they are sick
- Be required to have a negative COVID-19 test or provide a healthcare provider's note to return to work/facility after meeting the criteria for release from isolation (see the Release from Isolation Flow Chart)

You can reach out to our Communicable Disease Investigation team with any additional questions at 928.679.7222.

Thank you for your ongoing collaboration! Stay healthy and well!