

Coronavirus Preparedness

March 6, 2020

Due to the current coronavirus threat, we are providing the following information about COVID-19, providing instructions in the event of exposure, and reminding you of some important tips to help you stay safe and be prepared. TNAAC's first priority is the safety of our travelers.

Coronavirus General Information

Sometimes animal coronaviruses evolve and enter the human population. In 2019, a novel coronavirus was identified as a cause of respiratory infection in people in Wuhan, China. This is now being referred to as COVID-19. Other examples include SARS and Middle East Respiratory Syndrome coronavirus.

How to Protect Yourself

- Avoid touching your eyes, nose, and mouth.
- Stay at home when you are sick. Don't take the chance of spreading the virus or causing harm to yourself. It is better to be evaluated and cleared before returning to work.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces, such as your stethoscope.
- Follow the CDC's and your facility's recommendations for using a facemask.
- Wash your hands often, including before eating, after using the restroom, and after blowing your nose, coughing or sneezing. Use soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer.
- Healthcare Personnel providing care for patients with confirmed COVID-19 should use Standard Precautions, Contact Precautions, Airborne Precautions, and use eye protection. If you do not have the appropriate PPE available to you, please notify the facility and TNAAC for assistance. Be sure that you don't skip any step when it comes to PPE or potentially infectious material. If necessary, refer to [this quick CDC guide for PPE](#).

Symptoms of COVID-19

- Symptoms can range from mild to severe. Symptoms may appear 2-14 days after exposure and may include: fever, cough, and shortness of breath. Remember, the symptoms of COVID-19 are very similar to the flu, and it will be necessary to be tested and treated appropriately. If you exhibit signs and symptoms, please do NOT report to work, follow facility policy for calling out, and notify TNAAC as soon as possible. You should also immediately seek treatment from your nearest healthcare provider.
- In addition to updates from the CDC and WHO, refer to local and state health departments and news outlets to know what is happening in your area.
- If you are traveling to a new assignment, please monitor the CDC Travel Health Notices for the latest guidance and other information available on the CDC's website.

Instructions Following COVID-19 Exposure

1. If you are exposed to COVID-19 while at work, immediately notify the facility and follow facility protocol for exposure. You will also need to notify TNAA and call Gallagher Bassett to report a workplace exposure.
Gallagher Bassett Injury Line: (855) 310-3718.
2. If you are exposed to COVID-19 outside of work, please notify the facility and TNAA as soon as possible and seek treatment from the nearest healthcare provider. Your safety is TNAA's first priority, and we are here to support you.
3. If you have sick leave available to use, please follow the instructions provided to you upon acceptance of the assignment to utilize your sick leave. If you are uncertain how much sick leave is available to you, please contact TNAA's Human Resources Department at hrtrav@tnaa.com. Missed shift charges will be waived while using sick leave.
4. If you miss work related to the coronavirus, please contact Human Resources at hrtrav@tnaa.com for information regarding FMLA, EAP, or work related injuries.
5. Please make sure you are emailing hrtrav@tnaa.com for any questions or concerns. This is the fastest way to communicate. Every effort will be made to turnaround in 24-hours, although nights and weekends could take a little longer.

Missed Time from Work Due to COVID-19

1. If you are quarantined by the facility due to exposure to COVID-19, please follow reporting guidelines above to report a work related injury. Again, know your safety is a top priority to TNAA, and we are here to support you. We will make every effort possible to ensure that you are compensated for time missed from work due to work-related exposures.* We also understand that each situation is different and will need to be evaluated on a case by case basis. TNAA will partner with the facility to address all pay related concerns and verification of required quarantine while keeping an open line of communication with you.
2. If you miss time from work related to an exposure to COVID-19 outside of the work place, please be sure to follow the instructions that were provided upon acceptance of the contract. Once again, if you have questions or concerns, please reach out to hrtrav@tnaa.com and your questions will be promptly answered.

* **DISCLAIMER:** While TNAA will make every effort to pay missed time from work, this is solely dependent on the need for quarantine of the traveler resulting in missed time, as well as the facility. We ask for your patience with TNAA as we work through this process with the facility to advocate on your behalf. Again, our main concern is the safety of our travelers. As a traveler, your most important responsibility is to follow your facility's policy and practices and to communicate with the facility and TNAA. If you have any questions or need assistance, please contact TNAA.