



## OFFICE *of the* DIRECTOR *of* NATIONAL INTELLIGENCE

### Coronavirus (COVID-19) Fact Sheet

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#### **What should I know?**

The Office of the Director of National Intelligence (ODNI), in close coordination with the U.S. Health and Human Services and the Centers for Disease Control and Prevention (CDC), is closely monitoring the outbreak of a novel coronavirus (COVID-19) that was detected in China and continues to spread globally. Common sense and taking some sustained precautions over time will minimize the risk of getting the virus.

#### **What if I Feel Sick?**

Individuals that exhibit respiratory symptoms should not assume that they have contracted COVID-19; it is far more likely to be a cold or flu. However, patients who have traveled overseas in the past 14 days with fever, cough, or difficulty breathing, should seek medical care right away.

#### **Exposure to COVID-19**

If you think you have been exposed to COVID-19, call ahead to your nearest local emergency room or local health department for guidance on next steps. For a complete listing of Health Services in the Washington Metropolitan Area, visit [coronavirus.gov](https://www.coronavirus.gov).

#### **Self-Isolation vs Self-Quarantine**

According to CDC, “self-isolation” refers to separating an individual reasonably believed to be infected with a communicable disease from those who are not infected. CDC uses the term “self-quarantine” to refer to separating and restricting the movement of people reasonably believed to have been exposed to a communicable disease. ODNI uses the term self-isolate to distinguish from formal isolation or quarantine that is mandated by a public health official. When referring to self-isolation, ODNI employees and contractors should maximize social distancing and

not come to work for a predetermined period of days approved by their supervisor or contracting officer.

### **I Was Sick, How do I Return to Work?**

For either employees or contractors, if in self-isolation or quarantine, please stay in communication with your direct supervisor and seek guidance for medical authorization to return to work.

### **I'm Out of the Office, How do I Stay Informed?**

ODNI employees and contractors should ensure that their emergency contacts and phone tree information are up to date and provided to their supervisors. Continue to monitor the ODNI Operational Status page, local news, and [www.opm.gov](http://www.opm.gov) for the latest information. Your supervisor will contact you and keep you informed of any expected changes in your work schedule.

### **Time and Attendance (T&A)**

We encourage employees to submit their T&A, which can be submitted up to four pay periods in advance. If you expect to be away from the office for an extended period, contact your supervisor or timekeeper for additional guidance on how to submit your T&A.

### **Contractor Guidance**

If you are a contractor and are unsure if you should report to work, please contact your program manager or company for additional guidance.