

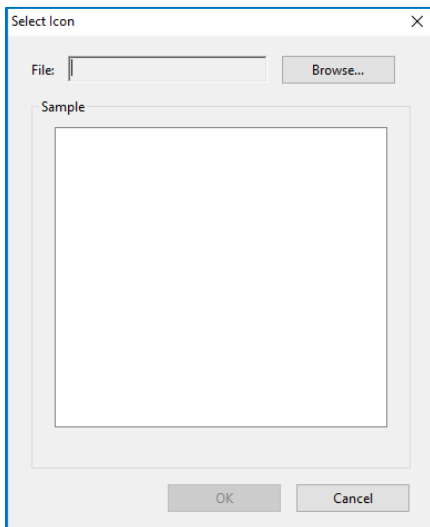
## COVID-19 Employee Communications Instructions for Fillable Forms

All the employee communications related to COVID-19 have a fillable field where you can input the client's logo. Please see quick instructions below.

1. Locate the fillable field in the lower right corner of the document next to the TN logo.



2. Click on the box and you will see a pop-up field labeled "Select Icon."



3. Click on "Browse" and search for an **image file** (png or jpeg).
4. Once you have selected the image, click "**Ok.**"



# COVID-19 SHOULD I GET TESTED?

**There is new information coming out every day about COVID-19.** This can be overwhelming, and you may wonder if you need to get tested and how. That is why we are breaking it down for you. **Let's get started.**

## WHAT YOU NEED TO KNOW



### Should I Get Tested?

Not everyone who is showing symptoms needs to be tested. The Centers for Disease Control has guidelines for who should be tested:

- Older adults
- People of any age with serious underlying medical conditions
- People who live in a nursing home or long-term care facility
- Healthcare workers

**Please note that decisions about testing are ultimately made by state and local health departments and/or individual clinics.**



### How Do I Get Tested?

If you have symptoms and want to get tested, first call your local health department OR your doctor.

## WHAT TO DO IF YOU ARE SICK



### Stay Home

Most people can recover at home, but make sure to stay in touch with your doctor.



### Home Isolate

Stay away from others in your home by designating a "sick room."



### Wash Your Hands Often

Wash with soap and water for at least 20 seconds. Avoid touching your face.



### Wear a Cloth Face Cover

Make sure to wear a cloth face covering of some kind if you are around other people, even at home.

## STILL UNSURE IF YOU SHOULD BE TESTED?

Go to [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus) and use their **Self-Checker tool**.

*Benefit options provided by:*

