

COVID-19 Safety Training for On-Site Personnel

Date of training: April 14, 2020

Disclaimer

The information provided in this training is based on current information regarding best practices obtained from guidance and publications issued by the U.S. Centers for Disease Control and Prevention as well as other federal, state and local public health officials, as of the date of this training.

Date of training: April 14, 2020

Training purpose

This training is designed to:

- Raise safety awareness about COVID-19.
- Provide the latest safety guidance.
- Provide instructions on how to correctly wear personal protective equipment— PPE.



Important notes

Any illnesses, including COVID-19 positive cases, in the workplace put others at risk.

If you are sick, please stay home!

Practice physical distancing measures at all times.



Important notes—continued

Some employees may require specific personal protective equipment (PPE) such as gloves, face masks, and/or eye protection to complete certain tasks. These employees have been or will be provided with appropriate PPE by their department or supervisor.

Critical employees that must be **on-site** and **cannot maintain social distancing** may request a **mask from their supervisor** or voluntarily wear a **cloth face cover**.

Non-critical employees **should not be on-site** and, due to global shortages, **should not be** provided personal protective equipment.



This novel (new to humans) coronavirus causes respiratory illness that spreads from person-to-person.

The name of the virus is SARS-CoV-2.

The disease it causes is called coronavirus disease 2019, or COVID-19.



Image credit: National Institute of Allergy and Infectious Diseases Rocky Mountain Laboratories (NIAID RML) https://www.niaid.nih.gov/news-events/novel-coronavirus-sarscov2-images

The time from exposure to expressing symptoms is 2-14 days, with an average of 5 days.

It is symptomatically similar to flu. But it is NOT the flu.

Asymptomatic and mildly symptomatic people can spread the virus to others through their respiratory excretions.



Image: CDC



The most common symptoms include fever, coughing, and shortness of breath or difficulty breathing.

Other symptoms may include tiredness, aches and pains, nasal congestion, runny nose, sore throat, diarrhea, and loss of smell and taste.

Image: CDC

Most people (about 80%) experience mild to moderate respiratory illness and recover without special treatment.

Some people may have no symptoms at all.

Older adults and people of any age with existing chronic medical conditions (such as heart disease, lung disease, or diabetes) may be at higher risk for developing severe complications.

If you develop symptoms and have been in close contact with a person known to have COVID-19, call your heath care provider for guidance.

If you are uncertain, you can also use a symptom checker like the one provided by the state of Massachusetts:

https://www.mass.gov/how-to/check-your-symptoms-for-covid-19-online

When to Seek Medical Attention

If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

There are two ways it is thought to spread:

- Person to person (main method)
- Contact with a contaminated surface or object (less common)

Current information indicates that the virus must get into your respiratory system to infect you.

This means that your nose, mouth, and (less common) eyes are entry points. The virus will NOT go through your skin.

Person-to-Person Spread

It spreads **very easily** from person-toperson via:

- Close contact (people within about 6 feet of each other).
- Airborne respiratory droplets that are produced when an infected person coughs, sneezes, exhales, or talks.



https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html

Person-to-Person Spread

Researchers have indicated that as many as **25% to 50%** of people with COVID-19 may not show symptoms.

A person who is infected but does not show symptoms may be either asymptomatic (contagious with no symptoms) or pre-symptomatic (contagious but not showing symptoms yet).



Image: CDC

This means you can be spreading the disease but not know it.

Contaminated Surface Spread

Touching a surface or an object that has the virus on it and then touching your mouth, nose or eyes can introduce it into your body.

This is a less common source of infection than person-to-person spread.

Careful hygiene practices can minimize this exposure risk:

- Frequent hand washing for at least 20 seconds
- Avoid touching your face with unwashed hands
- Avoid eating or drinking in potentially contaminated areas
- Clean and disinfect high touch surfaces

Contaminated Surface Spread

It currently appears that SARS-CoV-2 can survive on some surfaces for up to three days. "Survive" means live virus that is capable of infecting people.

Specifically:

- Up to 72 hours on plastic and steel
- Up to 24 hours on cardboard
- Up to 4 hours on copper
- Up to 30 minutes in the air when suspended in aerosol droplets. (These droplets can then settle out onto surfaces.)

Information Source

NIH press release: <u>https://www.nih.gov/news-events/news-releases/new-coronavirus-stable-hours-surfaces</u> New England Journal of Medicine: <u>https://www.nejm.org/doi/full/10.1056/NEJMc2004973</u> Local News Article: <u>https://www.wwlp.com/news/new-study-indicates-how-long-coronavirus-can-stay-on-surfaces/</u>

Reducing community spread of COVID-19

Take steps to protect yourselves and others:

- Remember, COVID-19 is spread person-to-person (most commonly) or by touching contaminated surfaces.
- No vaccine is currently available.
- Asymptomatic individuals can spread the disease.
- Avoid being exposed to prevent illness.



Image: CDC Stay 6 feet apart.

Safety precautions and procedures to prevent COVID-19

Perform a wellness self-check

If you must **come to campus** to work or for an essential task, **perform a wellness selfcheck** before leaving your house. Ask yourself:

- How do you feel today? Do have any of the following symptoms: sore throat, cough, shortness of breath, and/or muscle aches?
- If you feel unwell or have cold or flu-like symptoms, please take your temperature. Is it greater than 99 F?
- Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

Do not come to campus if you are not feeling well or may be at risk of having COVID-19. Please inform your supervisor or dean that you are unable to report to work.

Questions to ask before coming to campus

If you are feeling well and are likely not at risk, please ask yourself:

- Is this trip critical to complete an essential task?
- Is there an alternative means of accomplishing the task without reporting to campus?
- How can you perform the tasks on campus in a quick manner minimizing exposure for yourself and others?

Employees are encouraged to check in with their supervisor or dean to discuss options for minimizing work on campus.

Practice physical distancing

Do not congregate in work rooms, kitchens, copier rooms or other areas where people socialize.

Request information and materials or place orders via phone and e-mail to minimize person-to-person contact. When items or materials must be collected in person, have them ready for fast pick-up or delivery.



Image: CDC Stay 6 feet apart.

Practice physical distancing

Avoid meeting people face-to-face.

If your work requires you to get closer than 6 feet to do an essential task, both employees should wear a mask or other face covering and do the task for a minimum period of time.

Avoid person-to-person contact such as shaking hands.



Image: CDC Stay 6 feet apart.

Physical distancing in elevators

COVID-19 Elevator Safety

Help reduce the spread of COVID-19.

Please practice physical distancing.

Limit one person per elevator ride.

Thank you for your cooperation and commitment to keeping our community healthy and safe!

I = I Hampshire College

Safety Precautions and Procedures

Wipe down any commonly touched surfaces, shared equipment, vehicles, or other work areas with disinfecting wipes between use or wear disposable gloves that are changed between use.

Do not touch your face when wearing gloves.

Disinfecting commonly touched surfaces

A list of approved disinfectants is available here:

<u>epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2</u>

Clean and disinfect frequently touched surfaces twice a day.

- Computer, keyboard and mouse.
- Doorknobs and door handles.
- Faucet handles and light switches.
- Phones.
- Tables, desks and countertops.
- Tools and other shared equipment.

Disinfecting commonly touched surfaces

Proper contact time is essential for disinfection. Read product labels.

Hampshire College uses a hospital grade disinfectant. Twin Power 07 Healthcare Disinfectant Neutral Cleaner.

This product, when properly diluted, is approved for disinfection of coronavirus.

A Safety Data Sheet (SDS) is available on TheHub.



NATIONAL CHEMICAL LABORATORIES, INC.

SAFETY DATA SHEET			
Section 1 - Identification			
Product Identifier	TP #7 Healthcare Disinfectant Neutral Cleaner		
Other means of identification	4007		
Recommended use	Neutral Disinfectant Geaner Deodorizer		
Recommended restrictions	EPA Registered Product. For Commercial and Industrial Use Only. This product is intended to be diluted prior to use.		
Manufacturer / Importer / Suppl	lier / Distributor Information		
Company Name	National Chemical Laboratories of PA, Inc.		
Address	401 N. 10th Street - Philadelphia, PA 29123		
Telephone	1 (215) 922-1200		
Supplier Email	info@nclonline.com		
Contact	CHEM-TEL		
Emergency Phone	1 (800) 255-3924		
	Section 2 - Hazard(s) Identification		

Safety Data Sheets

The Occupational Health and Safety Administration requires manufacturers, distributors, and importers of hazardous chemicals to provide Safety Data Sheets (SDS), also known as Materials Safety Data Sheets (MSDS), to the users of their products. An SDS includes information on the product's ingredients and properties; physical, health, and environmental hazards; first aid and spill control measures; and ways users can protect themselves from chemical exposure.

- To make SDS readily available, the College maintains an online library of SDS for the products that we purchase.
- To access the SDS library, go to the Employee, Faculty or Student menu on <u>TheHub</u>.
- If you are unable to find an SDS in the system, please use the "Alternative Options" section to Request a Safety Data Sheet or email <u>ehs@hampshire.edu</u>.
- If you receive paper copies of SDS when you receive chemicals, please send them to environmental health and safety so we can add them to our library or make sure we have the most current version in the library.

Good hand hygiene

Avoid touching eyes, nose and mouth with unwashed hands.

Wash hands often with soap and warm water for at least 20 seconds.

 If soap and water are not available, use a hand sanitizer that contains at least 60 percent alcohol. Cover all surfaces of hands and rub together until dry.



Good respiratory hygiene

Cover mouth and nose with tissues when coughing or sneezing or use the inside of elbow.

Throw away used tissues in the trash. Do not leave on top of surfaces.

Wash hands with soap and water or apply hand sanitizer.



Image: ASU

Cloth Face Covering

Consider wearing a cloth face covering in public and in situations at work where physical distancing is difficult to maintain.

This will prevent you from unknowingly spreading COVID-19 to others.

Remember: Face coverings are not a substitute for other prevention practices!

Cloth face covers

Cloth face covers

Cloth face covers can help prevent pre-symptomatic and asymptomatic individuals from inadvertently spreading the virus to others.

Wear cloth face covers in public when social distancing is difficult to maintain.



Image: CDC

Fabric comparisons

Consider breathability versus filtration.

More suitable: Pillowcase, bed sheets or 100% cotton t-shirt.

Less suitable: Vacuum bag and tea towel—not breathable; silk—too breathable.



Image: Karen Albrecht

Fabric comparisons

The CDC recommends **two layers of tightly woven 100 percent cotton fabric**, such as quilter's material or bedsheets with a high thread count.

Image: Washington Post

washingtonpost.com/health/2020/04/07/answers-your-diy-facemask-questions-including-what-material-you-should-use



Information about cloth face covers

Cloth face covers should go over the mouth and nose.

Cloth face covers are **meant to protect others** in case you are infected.



Image: CDC The cloth face cover is not a substitute for social distancing.

Cloth face covers should...

Fit snugly but comfortably against face.

Be secured with ties or ear loops.

Include multiple layers of fabric.

Allow for breathing without restriction.

Be able to be laundered and machine dried.



Image: CDC

Cloth face covers

Cloth face covers can be made at home as a **voluntary public health measure**.

Should **not be** worn by:

- Children under 2.
- Anyone who has trouble breathing.
- Anyone who is unconscious, incapacitated or unable to remove the cloth face cover without assistance.



Image: CDC

Cloth face coverings should be routinely washed in a washing machine.

Do not to touch eyes, nose, or mouth when removing cloth face covers.

Wash hands with soap and water or apply hand sanitizer after removing cloth face covers.



Image: CDC

Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic or rubber bands, string, cloth strips, or hair ties.
- Needle and thread or bobby pin.
- Scissors.
- Sewing machine.



Image: CDC

 Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the face cover as if it was a single piece of fabric.



 Fold over the long sides ¼ inch and hem. Then fold the double layer of fabric over ½ inch along the short sides and stitch down.



3. Run a 6-inch length of 1/8-inch wide elastic through the wider hem on each side of the face cover. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the face cover behind your head.





 Gently pull on the elastic so that the knots are tucked inside the hem.
Gather the sides of the face cover on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.



Image: CDC

Quick cut T-shirt cover—no sew method

Materials: T-shirt and scissors









Image: CDC

Bandana face cover—no sew method

Materials: Bandana—or square cotton cloth approximately 20"x20", coffee filter, rubber bands or hair ties and scissors if you are cutting your own cloth.



Image: CDC

Bandana face cover—no sew method

4.

Place rubber bands or hair ties about 6 inches apart.



Fold side to the middle and tuck.

6.





Cloth face covers

For tutorials about how to make cloth face covers, please visit the CDC website:

cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html







Image: CDC

Donning and doffing Personal Protective Equipment (PPE)

Donning and doffing of PPE

Donning and **doffing** is the practice of putting on and removing personal protective equipment.

Donning refers to putting on personal protective equipment.

Doffing refers to removing personal protective equipment.



Image: CDC

Donning a mask

- 1. Wash hands with soap and water or apply hand sanitizer before donning a mask.
- 2. Place mask on face with ear loops over ears.
- 3. The mask should cover your nose and mouth with no gaps between the mask and your face.
- 4. Wash hands with soap and water or apply hand sanitizer.
- 5. Avoid touching the mask while wearing it.





Image: ASU

Doffing a mask

- 1. Wash hands with soap and water or apply hand sanitizer.
- 2. Use the ear loops to remove the mask avoiding touching the front of the mask or your face.
- 3. If the mask is in good condition and not soiled, you may reuse it.
- 4. Carefully place the mask into a clean Ziploc bag, labeled with the user's name. Avoid compressing the mask. Do not seal the bag.
- 5. Wash hands with soap and water or apply hand sanitizer.

Note: If a disposable mask was worn during an encounter with another person who displayed obvious signs of illness, discard the mask in the trash. If the mask is re-usable, wash it and let it dry thoroughly before re-use.

Donning and doffing cloth face cover demonstration

Instructional Video* https://www.youtube.com/watch?v=iGE5eny_9gA

DO ©	DON'T 🛞
Watch video first!	Share mask with others.
Wash your hands before putting on and when done.	Wear when wet or dirty.
Wash mask at least daily with warm water & soap.	Touch your face.
Protect between re-use; store in a clean paper bag.	Touch the cloth part—only touch the straps to take off.

*Note: There are many different types of cloth face coverings. This video uses one specific kind, but the principles are similar for all types of face coverings.

Procedures for donning gloves

- 1. Wash hands with soap and water or apply hand sanitizer before donning gloves.
- 2. Select properly sized gloves.
- 3. Don one glove per hand.
- 4. Inspect gloves for any tears or holes and replace gloves if any defects are detected.



Image: ASU

Procedures for doffing gloves

- 1. Grasp the outside edge near your wrist.
- 2. Peel away from your hand, turning the glove insideout.
- 3. Hold in opposite gloved hand.
- 4. Slide ungloved finger under the wrist of the remaining glove.
- 5. Peel off from inside, creating a bag for both gloves.
- 6. Discard gloves in the garbage.



Image: CDC

Training records

Please fill out this form to acknowledge that you have read and understand this training:

https://hampshire.co1.qualtrics.com/jfe/form/SV_5svxlCiG2e1FSDj

Thanks to...

Arizona State University for creating and sharing much of the content in this presentation.

You, our most awesome employees. We got this.

Questions?

Environmental Health and Safety http://hamp.it/ehs

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