COVID-19 Employee Training for Silicon Valley University

IDENTIFIED PANDEMIC

Coronavirus (COVID-19) is a new illness that makes peoples sick with flu-like symptoms. The illness spreads easily. People can catch coronavirus from others who have the virus. This happens when an infected person sneezes or coughs, sending tiny droplets into the air. These can land in the nose, mouth, or eyes of someone nearby, or they can be inhaled. People also get infected if they touch an infected droplet on a surface and then touch their own nose, mouth, or eyes. Some signs of coronavirus are cough, fever and shortness of breath. Washing hands often with soap and water can help stop viruses like COVID-19 from spreading.

TRAINING

Training will be given to all workers on COVID-19 illness and infection prevention methods. Training in the following will be given to all supervisory and non-supervisory workers with expected risk exposure:

- Coughing and sneezing into a tissue or your elbow.
- Washing hands frequently for at least 20 seconds.
- Avoiding close contact with people who are sick.
- Keeping your hands out of your mouth, nose, and eyes.
- Not sharing personal items with coworkers (i.e. office supplies, pens, tools).
- Providing tissues, no-touch disposal trashcans, and hand sanitizer for use by workers.
- Personal Protection Equipment.
- Control measures.

Students, staff, and faculty will be notified of new policies and changes prior to resuming operations.

- **Symptoms.** Symptoms typically start 2-14 days after exposure to the virus. Symptoms may include cough, fever, shortness of breath/difficulty breathing, sore throat, muscle pain/fatigue, chills, and loss of taste or smell.
- **Stay home.** If you are sick with COVID-19 symptoms or have been around someone sick, stay home.
- **Self-report.** If you become sick with COVID-19, tell your employer. The CDC recommends anyone that has come in contact with a confirmed case of COVID-19 self-isolate for 14 days.
- **Physical distancing**. Employees should stay at least 6 feet apart.
- **Hand washing.** People should wash their hands regularly throughout the day. If water is not available, use hand sanitizer.
- **Clean and disinfect.** Clean and disinfect things people touch a lot like door knobs or shared equipment. Use products on EPA's List. Follow the instructions on the product label.
- **PPE.** Provide PPE like disposable gloves, safety glasses, face shields, and face masks. Be sure employees know when and how to use PPE. PPE only works if used right. **Note – the use of a respirator like an N95 requires a Respiratory Protection Program that includes a medical evaluation, annual fit testing, and training. During the pandemic, these respirators should be reserved for use by medical and health care professionals.**

WORKER RESPONSIBILITES

In order to minimize the spread of the virus at our workplace we are asking our workers to help with our prevention efforts while at work.

Prevention measures will include:
- Knowing what coronavirus (COVID-19) is and how it spreads.
- Staying home if you are sick and/or have cough, fever and shortness of breath.
- If you are infected with COVID-19 stay home and follow CDC's guidelines.
- Keeping things clean at work like equipment and furniture.
- Checking the CDC's Traveler's Health Notices to travel.

COVID-19 ILLNESS AND PREVENTATIVE MEASURES

- Cough, fever, and shortness of breath may appear 2-14 days after exposure.
- Early symptoms may include chills, body pains, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you show any symptoms, contact your employer and **DO NOT GO TO WORK**. Stay home.
- Practice good hygiene. Wash hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer with at least 60% ethyl alcohol or 70% isopropyl alcohol.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands.

Physical Distancing is maintaining a six-foot distance from others and shall be practiced at all times.
- Access to the workplace will be limited to only those necessary for work.
- All meetings/trainings shall be conducted by phone or other electronic means if possible.

PERSONAL PROTECTIVE EQUIPMENT

- Face coverings should be worn when possible.
- Select PPE based on function, fit, and availability.
- Explain to all employees when and why PPE is necessary.
- Train employees on the proper procedure for putting on and removing PPE.
- Employees required to wear a respirator in the workplace (N95, ½-face elastomeric APR, etc.) must abide by the Respiratory Protection Program.
- Face masks, such as surgical masks and homemade masks/face coverings, are not respirators and do not fall under the Respiratory Protection Program.
- Additional information on cloth masks can be found on CDC's website.

Resources

CDC: Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes
CDC: Coronavirus (COVID-19)
OSHA: COVID-19
California Department of Public Health (CDPH): COVID-19 Updates