



# Salve Regina University

## COVID-19 Workplace Safety Training



We have implemented temporary procedures and guidance for responding to the COVID-19 pandemic which focuses on the safety of our staff, faculty, students and the public we interact with.



# Training Overview

This training is designed to:

- Review facts related to the COVID-19 virus.
- Provide guidance and resources to protect yourself and others in the workplace.
- Provide instructions on personal safety practices.
- Review campus safety expectations.

## WEAR A CLOTH FACE MASK



**Protect yourself and others in public** with a cloth face mask, particularly where it's difficult to maintain a 6-foot distance from others.

## WASH YOUR HANDS



**Stop the spread of** disease-causing germs by washing your hands often. Use hand sanitizer if soap and water are not available.

## COVER YOUR MOUTH AND NOSE



**When you cough or** sneeze, cover your mouth and nose with a tissue or your sleeve, rather than your hands. Try to avoid touching your face.

## PRACTICE SOCIAL DISTANCING



**Work from home (if possible)**, engage in social distancing, maintain a 6-foot distance from other people and avoid crowded places and gathering in groups.

## CLEAN AND DISINFECT



**Use a virus-killing** disinfectant to clean frequently used surfaces such as doorknobs.

## STAY HOME WHEN SICK



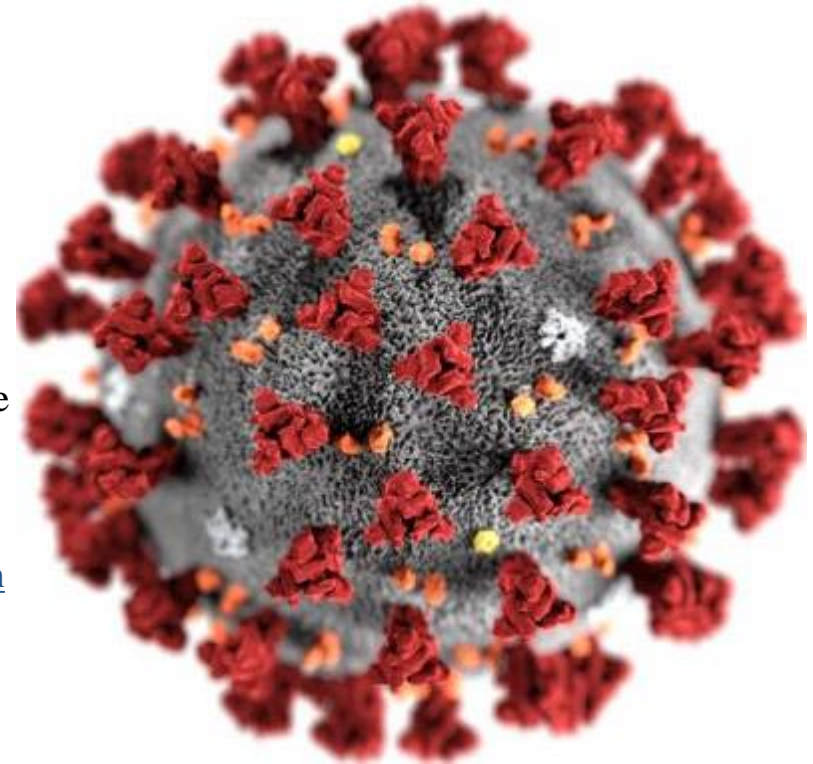
**Avoid leaving the house if you are sick.** Connect with healthcare providers by phone or through virtual visits.

# What is the Coronavirus disease (also known as COVID-19 virus)



## Overview:

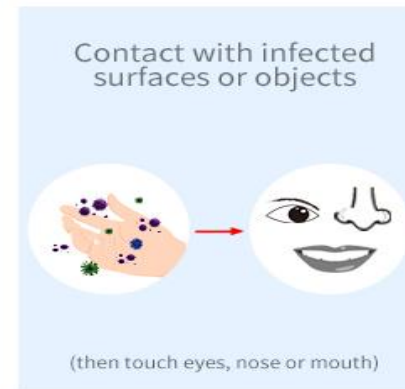
- ❖ COVID-19 is a viral respiratory illness spread easily from person-to-person.
- ❖ The virus that causes COVID-19 is a new coronavirus that is considered a widespread global pandemic.
- ❖ We are still learning about how the virus spreads and the severity of illness it causes.
- ❖ Rhode Island is now vaccinating people against the COVID-19 virus. Visit the <https://covid.ri.gov/vaccination> website to learn more information on when you will become eligible for the vaccine.



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



# How COVID-19 Spreads



- ❖ **COVID-19 spreads mainly from person to person:**
  - Between people who are in close contact with one another (within 6 ft).
  - Through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- ❖ **COVID-19 can also spread by touching surfaces or objects that have the virus on it:**
  - Then touching your eyes, nose or mouth.
- ❖ **COVID-19 can sometimes be spread by airborne transmission.**
- ❖ **Asymptomatic individuals can spread the virus.**



# Protect Yourself and Others



**The best way to prevent illness is to avoid being exposed to the virus.**

**You can take steps to slow the spread by:**

Frequently washing your hands

Remain socially distant from others (at least 6 feet)

Routinely clean and disinfect frequently touched surfaces

Cover your mouth and nose with a face covering/mask when around others

Avoid crowded indoor spaces and ensure indoor spaces are properly ventilated

Stay home and isolate from others when sick

Monitor your health daily, be alert for symptoms and take your temperature if symptoms develop

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





# Symptoms of COVID-19



fever



cough



runny nose



shortness of breath



sore throat

**Symptoms:** may appear 2-14 days after exposure to the virus.

- Cough
- Shortness of breath or difficulty breathing
- Fever or chills
- Nausea or vomiting
- Runny nose or stuffy nose
- Muscle or body aches
- Headache
- Sore throat
- Fatigue
- Diarrhea
- Recent loss of taste or smell

# COVID-19 Risk Factors

**CDC confirms older adults and individuals of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.**

**Those who might be at an increased risk for severe illness from COVID-19 include (but not limited to):**

- ❖ Older adults (aged 65 years or older)
- ❖ Liver disease
- ❖ Asthma (moderate-to-severe)
- ❖ Chronic lung disease / Smoking
- ❖ Diabetes
- ❖ Serious heart conditions
- ❖ Chronic kidney disease being treated with dialysis
- ❖ Severe obesity
- ❖ Being immunocompromised



Resource: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>



# Symptom Monitoring and Reporting

Staff/faculty must utilize the University's RAVE health screening system to conduct symptom monitoring every day before reporting to work. You must be free of ANY symptoms potentially related to COVID-19 that cannot be explained by allergies or a non-infections cause OR have had an evaluation and clearance by a licensed healthcare professional.

HR will provide guidance on the criteria needed in order to return to work. Prior to returning to work you must contact the Office of Human Resources to review your symptoms and obtain approval to return.



If you have any COVID-19 symptoms that cannot be explained by allergies or a non-infectious cause, DO NOT come to work. Contact your healthcare provider for guidance and notify your supervisor and HR of the needed absence.



# Take Care of Yourself and Others

**Guidance on illness or exposure to COVID-19: We encourage you to be tested for COVID-19 if you have COVID-19 symptoms OR if you have been in close contact with someone who has been diagnosed with COVID-19.**

- ❖ **If you have COVID-19 Symptoms:** you can return to the workplace after:
  - ❖ Receiving a negative COVID-19 test and being symptom free
  - ❖ If you have a fever, you must be fever-free for 24 hours without the use of fever-reducing medication
  - ❖ Without a COVID-19 test, you must be completely symptom free or confident that your symptoms can be explained by a non-infectious cause (such as if you commonly have migraines or allergies)
  - ❖ For lingering COVID-19 symptoms, a doctor's note from a licensed healthcare professional may be requested
  - ❖ You have contacted the Office of Human Resources for approval.
- ❖ **If you have been diagnosed with COVID-19:** you are required to isolate at home for 10 days to recover and prevent the spread of the virus, Generally, you can return to the workplace after 10 days have passed since your symptoms first appeared or if asymptomatic, 10 days from the date of your positive test. You must be symptom free to return to work or you may need to isolate for additional days. Contact the Office of Human Resources for more information.
- ❖ **If you have been in close contact with a person who has been diagnosed with COVID-19:** you must quarantine for 7-10 days after exposure. Prior to returning to work you must contact the Office of Human Resources for approval.

Speak with your supervisor to determine if you can work remotely while staying home.

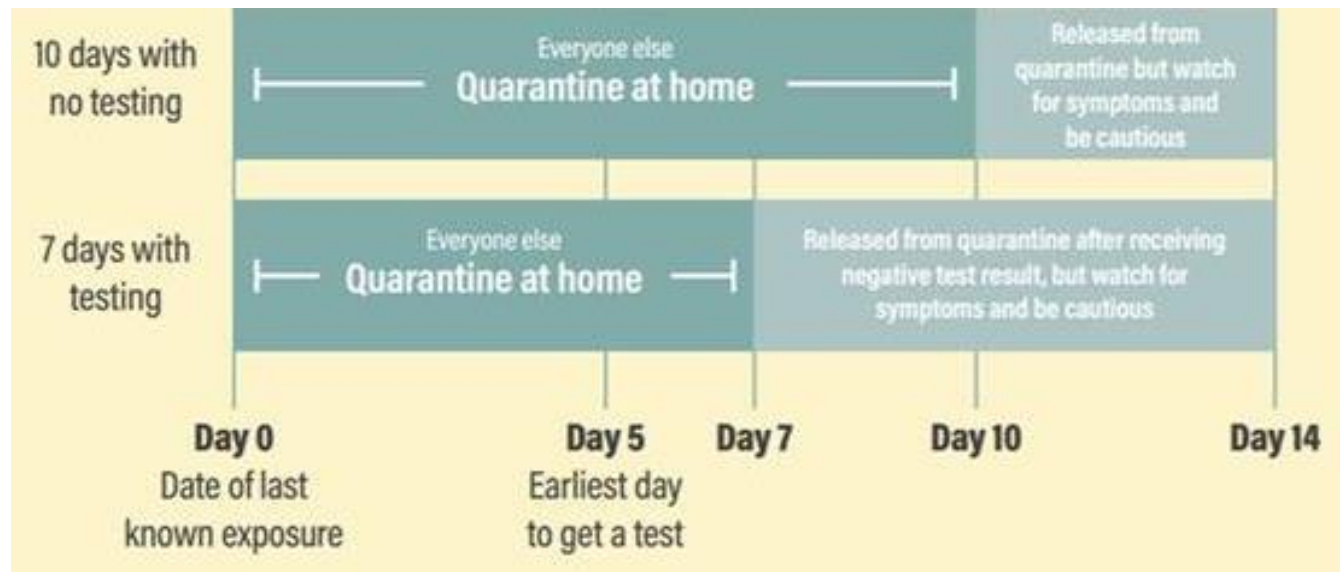


# What is considered “close contact”

**Close contact** means you’ve been within 6 feet of someone with COVID-19 for a total of 15 minutes or more in a 24-hour period.

**You must quarantine if you have been in close contact with someone with COVID-19.**

You can test out of quarantine if you receive a COVID-19 test no earlier than 5 days after exposure. If you are exhibiting no COVID-19 symptoms and received a negative test result you can return to work on the 8<sup>th</sup> day after exposure once you have spoken with the Office of Human Resources and received approval.



# Take Care of Yourself and Others

## Guidance on traveling during the COVID-19 pandemic:

Employees are encouraged to limit travel to slow the spread of the virus. RI Department of Health guidance confirms:

- ❖ If you are coming to Rhode Island from a state with a positivity rate of COVID-19 greater than 5%, you are required to self-quarantine for 10 days.

As an exception, you may provide proof of a negative test for COVID-19 that was taken within 72 hours prior to arrival in Rhode Island.

If you receive a test during your quarantine in Rhode Island and receive a negative test result, you can stop quarantining. However, you still need to self-monitor for symptoms of COVID-19 for 14 days, wear a mask in public and follow social distancing guidelines.

You also must quarantine while waiting for a negative test result.

Once you've received any COVID-19 vaccine, you must still follow quarantine guidance after travel to another state or country.

Resource: <https://covid.ri.gov/covid-19-prevention/travel-tofrom-ri>



*professional travel  
prohibited  
until further notice*



# Take Care of Yourself and Others

## Help prevent the spread of COVID-19 by practicing: Good Hand Hygiene

- ❖ Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face.
- ❖ If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- ❖ Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.



*handwashing*

# Take Care of Yourself and Others

## Help prevent the spread of COVID-19 by: Covering Coughs and Sneezes

- ❖ Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- ❖ Immediately throw away used tissues in the trash; do not leave on top of surfaces.
- ❖ Wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



*cough or sneeze inside  
your elbow*

# Take Care of Yourself and Others

## Help prevent the spread of COVID-19 by: Disinfecting Common Areas

- ❖ Sodexo will continue to clean office and work spaces based on CDC Guidelines, however, additional care should be taken to wipe down commonly used surfaces.
- ❖ Before starting and leaving work, any room which you have been working in should be disinfected, with special attention to high touch surfaces including copiers, printers, computers, door knobs, light switches etc.

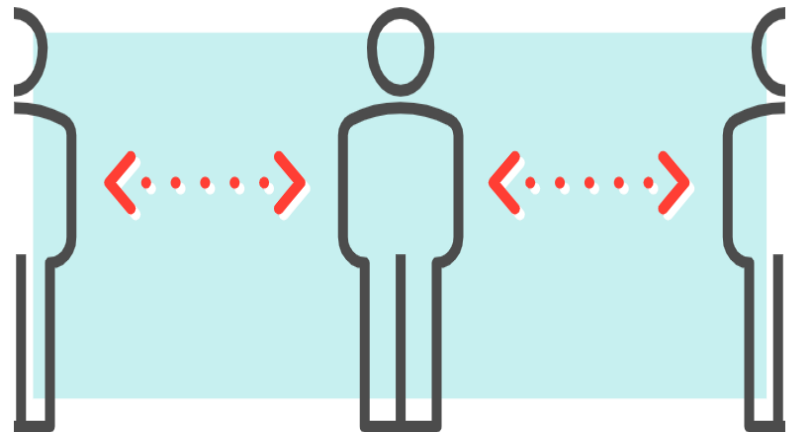




# Take Care of Yourself and Others

## Help prevent the spread of COVID-19 by: Practicing Safe Social Distancing

- ❖ Keeping space between you and others is one of the best tools known to avoid being exposed to the COVID-19 virus.
- ❖ Wear a face mask/covering in public places, where social distancing is not possible.
- ❖ Stay at least 6 feet from other people at all times.
- ❖ Limit group gatherings (following RI Health Guidelines).
- ❖ Stay out of crowded places.



*social distancing*

# Personal Safety Practices

## Use of Face Masks/Cloth Face Coverings:

- ❖ Face masks or face coverings must be worn by all staff/faculty working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain.
- ❖ E.g. common work spaces, meeting rooms, classrooms, hallways etc.
- ❖ Upon request, the Office of Safety and Security and/or the Office of Human Resources will provide employees with washable masks.
- ❖ Staff/faculty may choose to wear either a face mask or face covering so long as the masks/coverings are being properly worn over your mouth and nose.



*wear a mask*

# Personal Safety Practices



## Use and Care of Face Coverings/Masks (continued):

### Putting on the Face Covering/Mask:

1. Wash hands or use hand sanitizer prior to handling the face covering/mask.
2. Ensure the face-covering/mask fits over the nose and under the chin.
3. Situate the face-covering/mask snug against your face.
4. Tie strap behind the head and neck or loop around the ears.
5. Throughout the process: Avoid touching the front of the face covering/mask.

# Personal Safety Practices

## Use and Care of Face Coverings/Masks (continued):

### Removing of the Face Covering/Mask:

1. Do not touch your eyes, nose, or mouth when removing the face covering/mask.
2. When taking off the face covering/mask, loop your fingers into the strap and pull the strap away from the ear, or untie the straps.
3. Wash your hands immediately after removing.



# Personal Safety Practices



## Use and Care of Face Coverings/Masks (continued):

### Care, Storage and Laundering:

1. Keep face covering/mask stored in a paper or plastic bag or container when not in use.
2. Face coverings may not be used more than one day at a time and must be washed before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged or visibly contaminated.
3. Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled or damaged.

Face covering laundering instructions can be found on:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>



# Personal Safety Practices

## Use of Disposable Gloves:



- ❖ Healthcare workers and others in high-risk areas should use gloves as part of their personal protective equipment (PPE).
- ❖ According to the CDC, gloves are not necessary for general use and does not replace good hand hygiene.
- ❖ CDC recommends wearing gloves when you are cleaning or caring for someone who is sick.

Resource: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/gloves.html>





# Campus Safety Expectations

**Your health and the safety of the Salve community is your personal responsibility.**

- ❖ **Stay home when you are sick.** Follow the reporting procedures included within this training and in the COVID-19 Guide for Working on Campus.
- ❖ **Wear a face mask/covering** when working on campus, when in the presence of others, and in public settings where other social distancing measures are difficult to maintain.
- ❖ **Practice social distancing of six feet or more** at all times.
- ❖ **Avoid large gatherings.** Refer to the Rhode Island Department of Health for updates and guidance.
- ❖ **Practice good hygiene by washing your hands** with soap and water often for 20 seconds or use hand sanitizer.
- ❖ **Monitor your health daily.** Be alert of symptoms and take your temperature if symptoms develop.
- ❖ **Keep work areas clean and sanitized.** Refer to the COVID-19 Guide for Working on Campus.
- ❖ **Rhode Island is now vaccinating people against the COVID-19 virus:** Visit the <https://covid.ri.gov/vaccination> website to learn more information on when you will become eligible for the vaccine.



# Conclusion

Thank you for completing the COVID-19 Workplace Safety Training.

Questions regarding the training can be directed to the Office of Human Resources at:

(401) 341-2137

[humanresources@salve.edu](mailto:humanresources@salve.edu)

