

Delta College COVID-19 Return to Work Procedures and Protocols Training

What Delta employees need to know to prevent and reduce the spread of COVID-19 to keep our campus safe.

Training Objectives

By the end of this training you will be able to:

- Identify steps Delta is taking to keep employees safe.
- Identify safe practices to follow at work and at home.
- Follow the proper techniques for handwashing and using Personal Protective Equipment (PPE).
- Identify steps to take if you have symptoms or have been exposed to COVID-19.
- Follow return to work guidelines.
- Identify supervisor responsibilities.
- Identify who to contact with any concerns regarding potential unhealthy or unsafe working conditions.

WHAT IS COVID-19?

Coronaviruses are a family of viruses that can cause illness in people. Coronaviruses circulate among animals, including camels, cattle, and cats. SARS-CoV-2, the seventh known human coronavirus and the virus that causes COVID-19, is thought to have jumped species from animals to begin infecting humans.

Signs & Symptoms

COVID-19 causes mild to severe respiratory illness – can cause a severe pneumonia-like illness

Typical symptoms

- Fever (>100.4°F)
- Persistent Cough
- Shortness of Breath
- New loss of taste or smell
- Fatigue
- Sweats/Chills
- Sore Throat
- Diarrhea

Symptoms begin 2-14 days after exposure

How COVID-19 is Spread

- Person to Person Spread
- Exposure to respiratory droplets from someone who is infected
- People without symptoms are able to spread the virus
- Contaminated Surfaces and then touching eyes, nose, or mouth



What all Delta College employees need to know to prevent and reduce the spread of COVID-19 to keep our campus safe

The safety expectations listed within this document are required. Employees failing to comply could be subject to corrective action.

Mandatory self-screening

Please note: Guidelines and recommendations are subject to change based on internal and external developments related to COVID-19 and/or flu outbreak.

Before reporting to work each day, all employees must conduct a daily self-screening health assessment survey. To access the link directly go to: <https://apps.delta.edu/CovidScreening/> or text any of the following- "covid", "COVID", "Covid", "corona", "CORONA", "Corona" to (989)-200-5111 and you will receive a link to a survey.

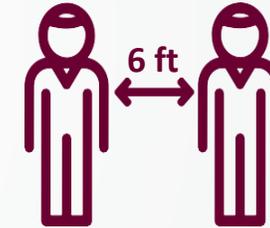
If you are currently experiencing or have experienced in the past 7 days any of the symptoms of COVID-19, as listed below **not due to an underlying medical condition (i.e. allergies)**, **do not come to work.** Instead, stay home and call your supervisor.

- Fever greater than 100.4°F
- Shortness of breath
- Persistent Cough
- Sweats/Chills
- Sore throat
- New loss of taste or smell
- Diarrhea

PROTECT YOURSELF AND OTHERS

Social distancing

- While on campus, all employees, students and guests must maintain 6-foot social distancing from others as much as possible.
- Keeping six feet, or two arm's lengths, away from others is one of the best tools to avoid being exposed to the COVID-19 virus and slowing its spread.
- Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms.
- Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick.
- Social distancing posters and space indicators will be displayed.
- Handshaking or other forms of physical contact is discouraged.



Using Elevators

- To limit the number of people using, facilities recommends only individuals with mobility issues needing accommodation use elevators.
- No more than one person may enter an elevator at a time, so please use the stairs whenever possible.
- When possible, use your elbow, or another object, like a pencil, to push the elevator buttons
- Wash your hands or use hand sanitizer with at least 60% alcohol after using the elevator.
- Avoid touching your face after pushing the elevator buttons

Face coverings

- Face masks or face coverings must be worn by all staff 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, etc.).
- **Any person not wearing a face covering or abiding to social distancing requirements will be asked to leave the facility.**
- Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick.
- The mask or cloth face covering is not a substitute for social distancing.
- Disposable masks will be provided, if needed. Disposable masks may only be worn for one day and then must be placed in the trash.
- You may also wear a cloth face covering, cloth face coverings should only be worn for one day at a time, and should be properly laundered before use again. Having a week supply of cloth face coverings can help reduce the need for daily laundering.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- For details regarding face coverings, including how to create, wear and care for homemade face coverings, [visit the CDC website](#).
- **If an employee is unable to wear a mask due to medical restrictions they must contact Shannon Mehl in Human Resources.**



Hand hygiene

- Frequent handwashing is one of the most important actions you can take in preventing the spread of COVID-19.
- Handwashing should occur after touching anything in a public area, after using the restroom, prior to eating, and before and after touching your face or blowing your nose. Correct handwashing technique should be completed by wetting your hands, applying soap and thoroughly rubbing hands together for at least 20 seconds, about as long as it takes to sing the “Happy Birthday” song twice. You should be sure to clean under your fingernails and in between all of your fingers. After thorough rinsing, use a paper towel when available to dry your hands. Use the same paper towel to turn off the faucet and to turn the door handle in public restrooms upon exiting.
- 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.

Cleaning/ Disinfection

- Common areas are cleaned daily by facilities staff, with enhanced cleaning and disinfection of touch points based on CDC guidance.
- While custodial crews will continue to clean office and work spaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces.
- Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with EPA-registered solution.
- This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, desks and tables, light switches, door knobs, etc.).
- Employees should clear and clean their desks daily. Facilities staff do not clean personal desks, tables or other hard surfaces within private offices; therefore, employees will be provided items to disinfect their work surfaces daily.



Workspace considerations

- Consider making the physical workspace less dense through use of flexible scheduling and modified seating arrangements.
- Consider relocating computers on desks or rotating chairs and desks to face away from nearby co-workers.
- Restrict use of any shared items or spaces.
- Require individuals to disinfect after using shared items such as copy machines and printers.
- Drinking fountains are no longer available for use.
- Avoid using other employees' phones, desk, work tools and office supplies.

Social distancing in buildings

- All entrances to campus buildings will have signs to remind the Delta community of social distancing requirements.
- Inside facilities, occupants are encouraged to keep right in hallways and to make every effort to maintain social distancing.

Gatherings, meetings and events

- Employees should continue to utilize virtual conference tools such as zoom.
- Participants who attend in person should meet in a space large enough to support social distancing and wear face coverings.
- Currently most on-campus events are postponed or canceled based on current CDC guidance and direction from state and local health agencies.
- On-campus gatherings/meetings must limit attendance to ensure ability to maintain social distancing.

Meals

- Communal refrigerators, coffee pots, microwave ovens and other high touch devices that encourage contact by multiple people will be unplugged (if possible) and off-limits.
- Eliminate reusable kitchen items (flatware, dishes, and cups) and cleaning tools (sponges, brushes, towels) and replace with single use options.
- Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.
- Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.
- Only remove your mask or face covering in order to eat, then put it back on.

For individuals at higher risk for COVID-19

According to the CDC, some individuals may be at increased risk for COVID-19 infection. These individuals may include:

- Individuals aged 65 and older
- People with underlying health conditions
- People with chronic lung disease or moderate to severe asthma
- People who are immunocompromised
- People with severe obesity, diabetes or liver disease
- People with chronic kidney disease undergoing dialysis
- Women who are pregnant

Faculty and staff who believe that they fall into the high-risk category may seek ADA accommodations related to returning to campus by contacting Shannon Mehl in Human Resources and requesting accommodation.

What if employees develop symptoms at home?

If you develop symptoms at home:

- Stay at home.
- Self-quarantine; don't come to work if you have symptoms or have been exposed to COVID-19.
- Contact your supervisor and review the health screening questions together.
- Contact your doctor.
- Contact Shannon Mehl in Human Resources.



What if an employee develops symptoms at work?

- Supervisors will direct an employee to go home if they show symptoms of COVID-19 while at work.
- The supervisor should then call Shannon Mehl in Human Resources to report a possible case of infection in their area; HR will determine the appropriate course of action and follow-up based on CDC guidance.
- It is the responsibility of the employee to contact their health care provider for treatment.

When can an employee return to work?

After experiencing symptoms, employees may return to work when the following criterion below are met:

- A) Symptoms have significantly improved;
10 Days have passed since symptoms began **and** fever has been gone for **24 hours**.
- OR-**
- B) A negative COVID-19 test result.

Note: In some instances a return to work notice from a doctor may be required.

If an employee has experienced close contact with a known positive Covid-19 patient, contact Shannon Mehl in HR to determine when that employee can return to work.

What do supervisors need to do?

- Ensure your employees answer self-screening questions daily and come to campus only if they meet the guidelines.
- Ensure your employees are following safety protocols.
- Ensure required PPE and cleaning supplies are on hand.
- Stagger shifts, lunches and breaks, and limit occupancy in offices/rooms/shared spaces.
- Contact Shannon Mehl in HR **immediately** if concerns exist related to possible exposures or of any positive test results.
- Maintain confidentiality regarding employees' names and COVID-19 issues, as this falls under HIPPA.

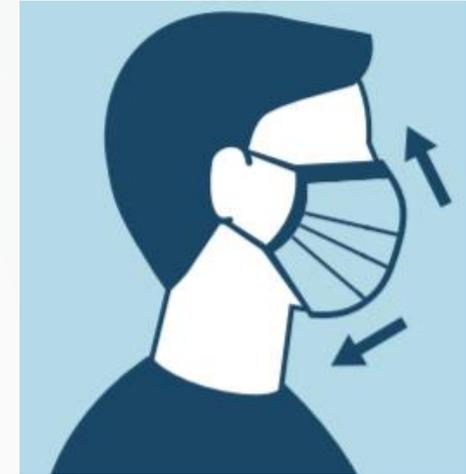


How to wear/remove cloth masks

How to Wear Cloth Face Coverings:

Cloth face coverings should—

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction



How to safely remove a cloth face covering:

- Be careful not to touch your eyes, nose, and mouth when removing
- Wash hands immediately after removing.
- Machine wash and dry after use & inspect for damage or shape changes



Hand Washing Instructions



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

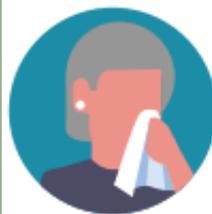
Did you know?
Proper hand washing is more effective than hand sanitizer.

How to Protect Yourself and Others Guidance

cdc.gov/coronavirus

How to Protect Yourself and Others

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » 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.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **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, or sneezing.
- 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** with unwashed hands.

Avoid close contact



- **Stay home if you are sick.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html

How to Protect Yourself and Others Guidance

How to Protect Yourself and Others

Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **If you are in a private setting and do not have on your cloth face covering, remember to always 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.
- Immediately **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.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).

cdc.gov/coronavirus

Cleaning and Disinfecting

How to clean and disinfect

Wear disposable gloves to clean and disinfect.



Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.

High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** **Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

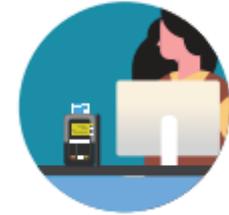
When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**



- Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- **Additional key times to wash hands** include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).

Electronics



- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.

Questions or Concerns

For questions regarding Delta's COVID-19 Exposure Control Plan or to report potential working conditions, health or safety concerns

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scottlewless@delta.edu 989-686-9042

