

SAFETY

TIP OF THE MONTH

CORONAVIRUS (COVID-19)

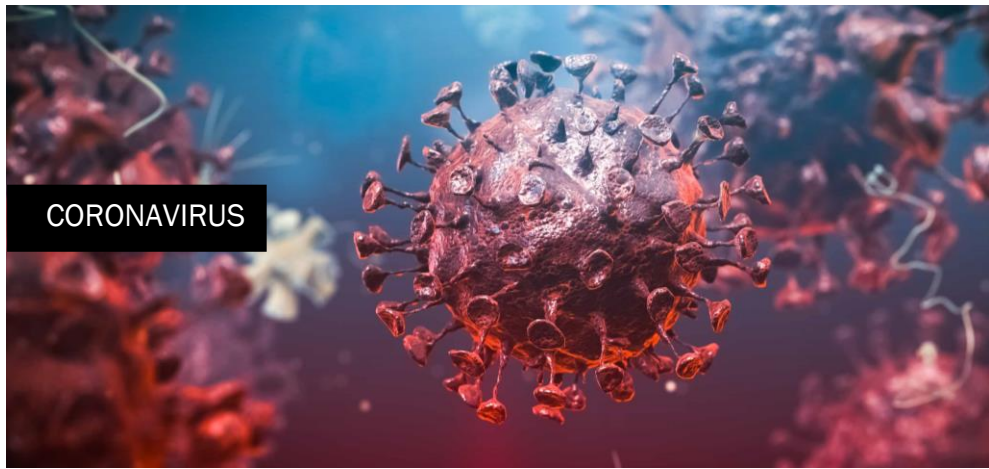
Coronaviruses are a large family of viruses that are common in humans and many different species of animals. Our organization has established an Exposure Control Plan (ECP) to manage potential communicable diseases such as Blood Borne Pathogens (BBPs) and Aerosol Transmissible Diseases (ATDs). This training serves as an overview to our ECP and its goal is to (a) reduce transmission among staff, (b) protect people who are at higher risk for adverse health complications, (c) maintain business operations, and (d) minimize adverse effects on other entities and the community. Corona virus symptoms may appear in 2 days or as long as 14 days and include:

- Fever
- Cough
- Shortness of breath

The following are preventive actions to help prevent the spread of respiratory diseases:

- Avoid close contact with sick people
- Avoid touching your eyes, nose, and mouth
- Stay home when you are sick
- Cover your cough or sneeze with a tissue, then throw it in the trash.
- Clean and disinfect frequently touched objects and surfaces

Employees are required to report all first aid incidents and potential exposures, including those involving the presence of blood or OPIM to their supervisor and/or safety manager immediately.



CORONAVIRUS

HEALTH, HOUSEKEEPING AND HYGIENE PROCEDURES

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° +), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines
- Employees should notify their supervisor and stay home if they are sick or to stay at home to take care of a sick relative
- Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be separated from other employees and be sent home immediately
- Sick employees should cover their noses and mouths with a tissue when coughing or sneezing
- Use tissues and no-touch disposal receptacles
- Employees are recommended to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty
- Work policies and “stay at home” policies for employees with respiratory and viral illnesses, flu-like symptoms, and/or with open wounds will be considered
- Maintenance of company facilities in a healthy and clean condition to prevent the spread of illnesses, infections, and food borne illnesses
- Kitchens and eating areas must be cleaned after each use, and before each shift change
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label
- For additional safety tips, visit the Center for Disease Control (CDC) at: www.cdc.gov/coronavirus/2019-nCoV

IF TRAVELING

- Check the CDC’s Traveler’s Health Notices website (<https://wwwnc.cdc.gov/travel>) for the latest guidance and recommendations for each country to which you will travel.
- Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at www.cdc.gov/coronavirus/2019-ncov/travelers/index.html
- Check yourself for symptoms of acute respiratory illness before starting travel and notify your supervisor and stay home if you are sick. www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html
- Employees who become sick while traveling or on temporary assignment should notify their supervisor and should promptly call a healthcare provider for advice if needed.

Company Name:		
Date / Time:		
Instructor:		
Training:	Coronavirus (COVID-19)	
Training Objectives:	<ul style="list-style-type: none"> • Review common symptoms of the coronavirus • Review health, housekeeping, hygiene and procedures • Review the Exposure Control Plan (ECP) • Discuss exposures with the department and best practices to mitigate them 	

Print Name	Signature