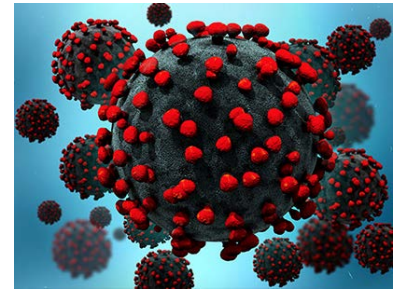




#### SUPERVISOR INSTRUCTIONS:

- Use toolbox trainings to encourage safety/environmental discussions during monthly meetings with employees.
- Campus Services' employees should maintain the employee sign-in sheet in their department's safety/environmental compliance binder as a record of training. All other groups should maintain a record of training in accordance with their Division's training procedures.

**C**oronavirus disease 2019 (COVID-19) is a respiratory illness caused by a virus called SARS-CoV-2. Symptoms often include a fever, cough, shortness of breath, excessive fatigue/tiredness, and uncharacteristic body aches/pains. We now believe people can spread the disease while they are pre-symptomatic (before showing symptoms) or asymptomatic (not showing symptoms). Our understanding of how the virus spreads is evolving as we learn more about it, so check the Centers for Disease Control and Prevention (CDC) website for the latest information. The virus is believed 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.

### **Social Distancing**

Social distancing means keeping space between yourself and other people who do not live with you. **Everyone across the United States, whether exposed or not, should be practicing social distancing.** To practice social distancing:

- Maintain a distance of at least 6 feet between yourself and others in indoor and outdoor spaces.
- Do not gather in groups or crowds.

### **Respiratory Hygiene**

- **Use tissue.** Cover your nose and mouth with tissue or the inside of your elbow when you sneeze or cough. Discard the tissue in the appropriate trash receptacle. Immediately wash your hands.
- **Wear a cloth face covering.** If working where you may be in contact with others, a cloth face covering will contain your respiratory droplets and may prevent people who don't know they have the virus from transmitting it to others. The cloth face cover/mask is not a substitute for social distancing; continue to keep 6 feet between you and others. If you are not working around suspected COVID-19 positive individuals, and you are wearing a cloth or surgical mask, you do not need to be fit tested to wear these masks. These masks are not the same as a respirator (which include N-95s, half-face, and full-face respirators). Respirators are not required for normal/general cleaning tasks, maintenance, repair, and landscaping duties.

### **Hand Hygiene**

Proper hand hygiene is an important infection control measure to prevent the spread of COVID-19, as well as other infectious diseases. **Wash your hands regularly with soap and water for at least 20 seconds.** If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% alcohol.

- **Wear disposable gloves when performing job duties.** Carefully remove and discard gloves in a trash receptacle after use and immediately wash your hands with soap and water or use hand sanitizer.
- **Avoid touching your eyes, nose, or mouth with unwashed hands.**
- **Key times to clean hands include:**
  - Before, during, and after preparing food
  - Before eating food
  - After using the toilet
  - After blowing your nose, coughing, or sneezing
  - Before and after work breaks and shifts
  - After completing work tasks and removing gloves
  - After putting on, touching, or removing cloth face coverings

### **Routine Cleaning and Disinfecting**

- **Routinely clean and disinfect frequently touched surfaces (such as tables, doorknobs, light switches, handles, desks, faucets, phones, keyboards, mouse) throughout the day.** Follow the directions on the cleaning product's label.
- **Routinely clean and disinfect vehicles and golf carts that are shared between employees.** This includes steering wheel, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles.
- **Conduct routine laundering of work clothes/uniform and cloth face coverings.** Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

### **Feeling Sick/ Experiencing Symptoms**

- **If you feel sick, stay home and self-isolate.** Call your supervisor to report your illness. Call your healthcare provider or the Emory COVID Hotline at 404-71-COVID (404-712-6843) for guidance. If you are having chest pain, serious difficulty breathing, or another type of medical emergency, call 911. Call Occupational Injury Management (OIM) at 404-686-8587 for information about when it is safe to return to work.
- **If someone in your household has tested positive for COVID-19.** Keep the entire household at home and quarantine for 14 days.

### **Questions for Discussion**

1. True or False. When possible, you should maintain 6 feet distance from other people.  
**Answer: True**
2. True or False. Workers should wear cloth face coverings if their work involves being in contact with others.  
**Answer: True**
3. True or False. If you develop symptoms such as a cough or fever, you should come to work and report it to your supervisor.  
**Answer: False. Stay home, self-isolate, call your supervisor, and call your healthcare provider or Emory COVID Hotline.**