Plymouth State University

COVID-19 Training

WHAT YOU NEED TO KNOW NOW
COVID-19 What You Need to Know Now

An Important Note Regarding This Training

This training is for PSU employees who choose to come onto campus, and/or into their office spaces or classroom spaces, to work.

Or

Can not work remotely.

Employees of the University who can not work remotely, may have additional requirements based on the nature and hazards of their jobs (ex. Physical Plant, Emergency Responders, University Police).
Risk Exposure Statement

• The risk of exposure in many workplaces likely reflects the risk to the general public in the community where the workplace is located.

• Risk increases when workers have frequent, close contact with the general public or other coworkers.

*from the Occupational, Health & Safety (OSHA) Administration
COVID-19 What You Need to Know Now

- Coronavirus disease 2019, or COVID-19, is a respiratory illness spreading from person-to-person.
- COVID-19 is considered a global pandemic with community spread.
- Symptoms may include fever, muscle or body aches, sore throat and cough, fatigue and headaches.

See further up here.
Reducing Community Spread of COVID-19

Take steps to protect yourselves and others:

- COVID-19 is spread person-to-person or by touching contaminated surfaces.
- No vaccine is currently available.
- **Asymptomatic individuals** can spread the disease.
- Avoid being exposed to prevent illness.

Image: CDC
Stay 6 feet apart.
COVID-19 What You Need to Know Now

If you are sick, stay home!

• Zero tolerance for sick employees reporting to work on PSU’s campus.

If you or a family member is sick

You MUST STAY HOME.

Questions on sick time? Contact Human Resources directly.
COVID-19 What You Need to Know Now

Upon testing **positive** for COVID-19, an employee **must immediately** notify Human Resources or The Office of Environmental Health & Safety.

<table>
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<tr>
<th>Contact Name</th>
<th>Title</th>
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| Caryn Ines       | Director of Human Resources     | (T): (603) 535-2981  
                     |                                  | (E): clines1@plymouth.edu            |
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When being “tested” for COVID-19, please let your Supervisor know.

See further up here.
COVID-19 – Daily Screening Verification

- **Self-certify prior to starting work each day** that you:
  - Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours.
  - Have **not** had "close contact" with an individual diagnosed with COVID-19.

**Close contact” means:**

- living in the same household as a person who has tested positive for COVID-19,
- caring for a person who has tested positive for COVID-19,
- being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes,
- or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.

- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.
COVID-19 – Daily Screening Verification

How Do I Self Certify?

• A tool is being developed for the USNH System.
• Utilizes the Chemical Environmental Mgt. System (CEMS) program.
• Specific questions will be asked in order to comply with the Governor's 2.0 Universal Guidelines Document.
• All PSU employees have access to this platform.

See further up here.
For all workers, regardless of specific exposure risks:

- Practice good and frequent hand hygiene.
- Follow good cough/sneeze etiquette.
- Avoid touching the eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
COVID-19 What You Need To Know Now
Personal Protective Equipment (PPE):

**Q:** When is a surgical or cloth mask **required**?

- **A:** In common spaces, such as hallways, elevators & stairwells.
  - Locations where you may unexpectedly or expectedly interact with another employees or individuals.

- **A:** If social distancing guidelines can not be met (6 feet apart or more).

- **A:** When you are interacting with other employees AND are **unable to meet** social distancing guidelines (ex. meeting in the same conference room, or walking into your office through a common space).
COVID-19 What You Need To Know Now
Personal Protective Equipment (PPE)

Q: When is a surgical or cloth mask **NOT** required?

• **A:** When you are able to socially distance yourself in the workplace.
  
  – Ex. Working in your office (alone).
  – Ex. Custodial employees who can clean in different rooms and/or on different floors.

• **A:** When you are outside AND are meeting social distancing guidelines.
COVID-19 What You Need To Know Now
Personal Protective Equipment (PPE)

The Do’s and Don’ts of wearing a surgical mask

When putting on a surgical mask, ensure that:
1. The colored side of the mask faces outward with the metallic strip on top
2. The strings or elastic bands are positioned properly to keep the mask firmly in place
3. The mask covers the nose, mouth, and chin
4. The metallic strip molds to the bridge of the nose

Discard your surgical mask:
- When it becomes moist/damp
- When it is visibly soiled
- If it is damaged
- If it is difficult to breathe through
- At the end of your shift
COVID-19 What You Need To Know Now
Personal Protective Equipment (PPE)

The **Do’s and Don’ts** of wearing a surgical mask

**DO NOT:**

When wearing your surgical mask, **DO NOT:**

- Touch the front of the mask
- Wear a cloth mask over the procedure (surgical) mask
- Continue wearing it if it is damaged, visibly soiled, damp/moist, or difficult to breathe through
- Wear it hanging off your wrist, hanging off one ear, under your chin, or hanging around your neck (this greatly increases your risk of self-contamination)
COVID-19 What You Need To Know Now
Personal Protective Equipment (PPE)

Information About Cloth Face Coverings

- Cloth face covers should go over the mouth and nose.
- Cloth face covers are **meant to protect others** in case you are infected.

Image: CDC
The cloth face cover is not a substitute for social distancing.
Information About Cloth Face Coverings

- Fit snugly but comfortably against face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be able to be laundered and machine dried.
COVID-19 What You Need To Know Now
Personal Protective Equipment (PPE)

**Information About Cloth Face Coverings**

- Cloth face coverings should be routinely washed in a washing machine.
- Do not touch eyes, nose, or mouth when removing cloth face covers.
- Wash hands with soap and water or apply hand sanitizer after removing cloth face covers.
COVID-19 What You Need To Know Now
Face Mask Flow Chart

Must I report to the work location?

No.

A surgical or cloth face mask is not required.

Yes.

Can I stay 6 feet away from coworkers?

No.

A surgical or cloth mask is required.

Yes.

A surgical or cloth mask is not required.

Determination process for use of face masks.
COVID-19 What You Need To Know Now
Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) – **Gloves & Eye Protection**

When should gloves be worn?

- **A:** The University is NOT mandating a universal glove policy.
  - This can interfere with hand hygiene.
  - COVID-19 is NOT transmitted through the skin and is also not considered a blood borne pathogen.
  - Gloves (and eye protection) should continue to be worn as a safety and health requirement specific to a job function/hazard.
    - **Ex.** Food service industry and applicable hygiene practices (Prospect Dining Hall).
    - **Ex.** Based on job hazard: plumber, custodial employee.
Personal Protective Equipment (PPE)

Gloves are recommended if:

- **A**: If an employee needs to touch the common space or common area of another employee’s workspace.

- **Ex.** A technology employee typing on an employees keyboard.

- Wash hands once work is completed.
Limiting Your Exposure

- Limit multi-person activities where absolutely possible.
- No more than one employee in a University vehicle at one time.
- If this is not feasible, a surgical or cloth mask is required.
  - In order to conserve PPE, this should be avoided if at all possible.
- No group gatherings over 10 are permitted.
  - Social distancing and/or mask rules may apply.
  - Get creative! Ex. Hold a meeting outside.
    - If gathering outside AND maintaining social (physical) distancing, no mask is required.
- Do not share items if at all possible (pens, water bottles, cell phone etc.)
- Maintain social distancing separation during breaks and lunch.
COVID-19 What You Need To Know Now
Personal Protective Equipment

A Message: Conserving PPE

• If you have a cloth or re-usable mask that can be worn when on site this helps to preserve the University’s PPE supply.
• PPE for fall re-opening is being discussed and planned for at a USNH level.

Thank you for helping to preserve our PPE stockpile.
COVID-19 What You Need To Know Now

Resources & Questions

• How do I get personal protective equipment?
  – Contact: Katie Caron, Director of Environmental, Health & Safety (EHS).
  – Email: krcaron@plymouth.edu
  – Phone: (603) 535-2254
    • Physical Plant Office Line, staffed M-F 7:00am to 3:30pm

Thank you for helping to reduce risk of spreading this infection.
THANK YOU!

The safety and well-being of the Plymouth State community is our top priority.

Thank you for doing your part to help stop the spread of COVID-19 and for keeping our families, friends and loved ones safe.

Donald Birx and Cabinet
Questions?