

# ***COVID-19 SPECIAL EDITION***

The County of Riverside Human Resources Safety Division has produced this special edition of our Safety Newsletter to bring together COVID specific information to County departments and employees.

## **TOPICS:**

- ◆ *CAL/OSHA COVID-19 GENERAL CHECKLIST FOR OFFICE WORKSPACES*
- ◆ *INDUSTRIAL HYGIENE*
- ◆ *TELEWORK SAFETY AND HEALTH CONSIDERATIONS*
- ◆ *HOW TO WEAR CLOTH FACE COVERINGS*
- ◆ *PLAYING YOUTH SPORTS*
- ◆ *HOMELESS ASSISTANCE PROVIDERS*
- ◆ *LAW ENFORCEMENT AND COVID-19*

**OFFICE POSTERS ON PAGES 16-22**

# CAL/OSHA COVID-19 GENERAL CHECKLIST FOR OFFICE WORKSPACES

COUNTY OF RIVERSIDE HUMAN  
RESOURCES SAFETY DIVISION

*Safety Newsletter*



This checklist is intended to help employers implement their plan to prevent the spread of COVID19 in the workplace and is supplemental to the Guidance for Office Workspaces. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

## Contents of Written Worksite Specific Plan



- The person(s) responsible for implementing the plan.
  - A risk assessment and the measures that will be taken to prevent spread of the virus.
  - Training and communication with employees and employee representatives on the plan.
  - A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

## Topics for Employee Training



- Information on COVID-19, preventing spread, and who is especially vulnerable.
  - Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
  - The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.

## Individual Control Measures & Screening



- Symptom screenings and/or temperature checks.
  - Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
  - Encourage frequent handwashing and use of hand sanitizer.
  - Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- Strongly recommend cloth face covers.
  - Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
  - Communicate frequently to customers that they should use face masks/covers.

## Cleaning and Disinfecting Protocols



- Perform thorough cleaning in high traffic areas.
  - Frequently disinfect commonly used surfaces and personal work areas.
  - Clean and sanitize shared equipment between each use.
  - Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
  - Ensure that sanitary facilities stay operational and stocked at all times.
  - Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
  - Provide time for workers to implement cleaning practices before and after shifts and consider third-party cleaning companies.
  - Install hands-free devices if possible.
  - Consider upgrades to improve air filtration and ventilation

## Physical Distancing Guidelines



- Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Reconfigure office spaces, cubicles, etc. and decrease maximum capacity for conference and meeting areas.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced.
- Limit the number of individuals riding in an elevator and ensure the use of face covers.
- Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time, such as telework and modified work schedules.

## GUIDANCE FOR CLEANING & DISINFECTING

### PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE  
FOR MORE  
INFORMATION

### 1 DEVELOP YOUR PLAN

#### **DETERMINE WHAT NEEDS TO BE CLEANED.**

Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

#### **DETERMINE HOW AREAS WILL BE**

**DISINFECTED.** Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

#### **CONSIDER THE RESOURCES AND**

**EQUIPMENT NEEDED.** Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

### 2 IMPLEMENT

**CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER** prior to disinfection.

**USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT.** Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

**ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL.** The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

### 3 MAINTAIN AND REVISE

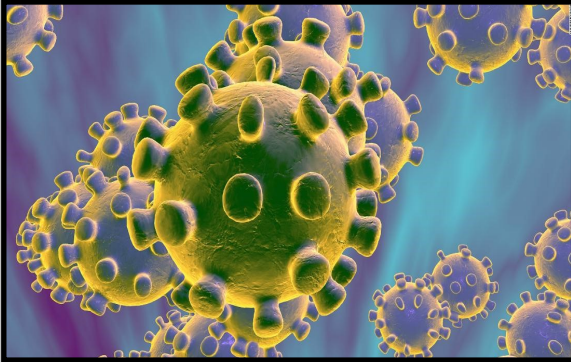
#### **CONTINUE ROUTINE CLEANING AND DISINFECTION.**

Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

**MAINTAIN SAFE PRACTICES** such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

**CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE.** Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

## SAFETY DIVISION INDUSTRIAL HYGIENE COVID-19 DISINFECTING SERVICES



In response to the COVID-19 pandemic, the Safety Industrial Hygienists are assisting in the disinfection protocol. If a COVID-19 case has been confirmed in your building, please contact the Safety Industrial Hygienist (IH) at (951)955-3520.

In the event of a confirmed COVID-19 case in County owned buildings and facilities, the Human Resources Safety Division collaborates with the Custodial Division of Facilities Management when implementing disinfecting response measures.

### **The disinfection response protocol consists of the following:**

- 1. The Custodial and Safety Divisions are contacted in response to a confirmed COVID-19 case;*
- 2. The infected room/area is evacuated and closed for 24 hours or as long as reasonably possible;*
- 3. Custodial will implement its COVID-19 disinfection application of infected room/area over night;*
- 4. Upon management approval, the Safety Industrial Hygienists will implement its disinfection application as needed;*
- 5. Reoccupation of building will commence.*

**\*Protocol for County leased facilities may be different**



Due to the pandemic, a majority of Riverside County employees are now working from home either full-time or part-time indefinitely. Telework is a work arrangement that allows an employee to perform work, during any part of regular, paid hours, at an approved alternative worksite (e.g., home, telework center). It is an important tool for achieving a resilient and results-oriented workforce. At its core, telework is people doing their work at locations different from where they would normally be doing it. 'tele' comes from the Greek word meaning "from a distance" – when combined with work it means "work from a distance." Telecommuting is a form of telework. Telework eliminates the need for commuting. Not only does this save employees the

expenses associated with driving to and from work, it saves them time and reduces traffic in the region. Some employee benefits include:

- *Savings on fuel, tolls, vehicle maintenance and parking*
- *Eliminates the need to relocate*
- *More free time and an improved work/life balance*
- *Provides an opportunity for flexible scheduling*
- *Reduces stress*
- *Potentially increases productivity and job satisfaction*

## **Safe and Healthy Teleworking Considerations**

Many Riverside County employees are working from home due to the pandemic and by choice. There are important factors to keep in mind when setting up a telework home office. Here are some tips to help enhance health, happiness and safety while teleworking.

1. Designate a workspace or home office area. It's the teleworkers responsibility to maintain a safe home office.
  - ◆ Conduct a Safety Assessment of your telework home office to identify and address any environmental safety or health hazards. Visit <https://www.telework.gov/federal-community/telework-employees/safety-checklist/> for a checklist.
  - ◆ View these videos for guidance in setting up an ergonomic workstation at home.

*Setting up your Ergonomic workstation from home with Patty Part 2 (Savvy Health Solutions: May 29, 2020, 8 minutes)*

<https://www.youtube.com/watch?v=EV1mbpLB4LY>

*Setting up an ergonomic workstation using common household items (UC Ergonomics Research & Graduate Training Program: May 13, 2020; 6:38 minutes)*

<https://www.youtube.com/watch?v=iV6PhIJZ-0&feature=youtu.be>

<https://www.ergo.berkeley.edu/work-at-home-tips>

2. Take frequent stretch breaks. Stand up and stretch to keep blood moving to all limbs. Try doing pushups or squats beside your desk every time you receive a calendar reminder.

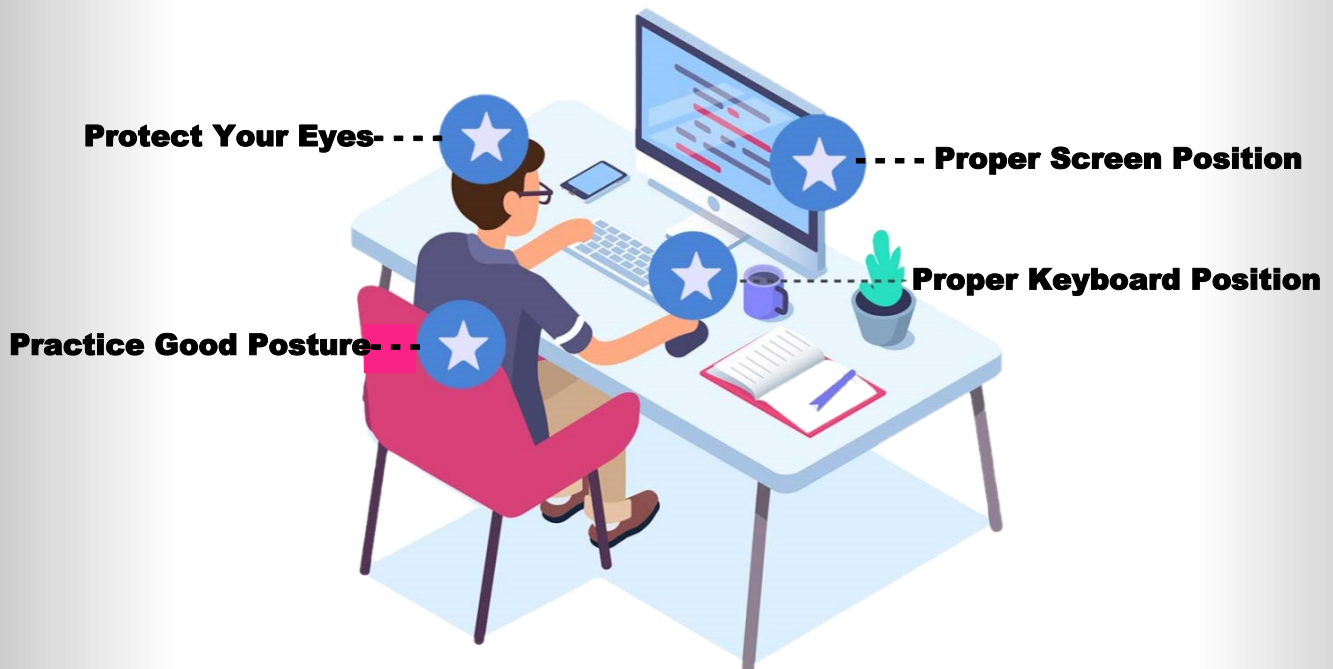
# Telework Safety and Health Considerations

3. Fidget! Researchers concluded the more you move, the less likely you are to gain weight. Small movements, even tapping your feet under a desk, have major lifestyle impacts<sup>2</sup>.
4. Stand for phone calls or pace around the house during phone calls. This tactic stimulates the body and mind and is frequently suggested as a good practice when participating in a job interview by telephone. Use a Bluetooth headset if multitasking is required.
5. Take some time to prepare healthy snacks. We all feel hungry when working from home. Prepare healthy snacks of fruits and vegetables ahead of time.
6. Trade the commute time for exercise. When teleworking, use the time saved from commuting to exercise. Whether it's a brisk walk around the neighborhood, a run, or participating in some online yoga classes, a little exercise has physical and psychological benefits during the workday.



***IMPORTANT: Notify your supervisor or department of any physical discomfort, pain, symptoms that may be associated with teleworking at home. A teleconference ergonomic assessment may need to be conducted.***

Practice ergonomic, repetitive motion injury prevention measures to reduce or eliminate physical discomfort. It is recommended that employees take the Repetitive Motion Injury Online training as a refresher every two years. To register for the self-paced online Repetitive Motion Injury course, go to <https://corlearning.sumtotal.host>. Additionally, Skillsoft Online provides a free course on computer ergonomics available to all Riverside County employees at <https://corlearning.sumtotal.host> (Note: Skillsoft Online courses do not satisfy Riverside County mandatory training requirements)



## 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
- be able to be laundered and machine dried without damage or change to shape

## CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

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 cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

## Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

## How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

## How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



# PLAYING YOUTH SPORTS

COUNTY OF RIVERSIDE HUMAN  
RESOURCES SAFETY DIVISION

*Safety Newsletter*

[Click here to view the CDC webpage](#)



## What you need to know...

- Stay home if sick.
- Players should bring their own equipment, like gloves and bats, if possible.
- Reduce physical closeness and keep 6 feet of space between players when possible.
- Coaches and spectators should wear a cloth face covering, and decide if players need to wear cloth face coverings.
- Players should clean their hands before and after practices, games, and sharing equipment.

LOWER RISK

HIGHER RISK



**Skill-building drills at home**



**Team practice**



**Within team competition**



**Competition with teams from your area**



**Full competition from different areas**

## Make a game plan to reduce risk while playing sports

There are a number of actions you can take to help lower the risk of COVID-19 exposure and reduce the spread while playing sports.

The more people a child or coach interacts with, the closer the physical interaction, the more sharing of equipment there is by multiple players, and the longer that interaction, the higher the risk of COVID-19 spread. Therefore, risk of COVID-19 spread can be different, depending on the type of activity.

The risk of COVID-19 spread increases in youth sports settings as follows:

- **Lowest Risk:** Performing skill-building drills or conditioning at home, alone or with family members.
- **Increasing Risk:** Team-based practice.
- **More Risk:** Within-team competition.
- **Even More Risk:** Full competition between teams from the same local geographic area.
- **Highest Risk:** Full competition between teams from different geographic areas.

## Stay safe on and off the field: Tips for kids

Kids can follow these tips to protect themselves and others from COVID-19.



- Stay home if you're sick or have been around others who are sick.
  - Wash your hands with soap and water for 20 seconds, or use hand sanitizer with at least 60 percent alcohol, before and after practices or games and before and after sharing equipment.
  - Cover your coughs and sneezes with a tissue or use the inside of your elbow.
  - Don't spit.
  - Bring your own equipment, like gloves and bats, if possible.
  - Don't share towels, clothing, or any items used to wipe your face or hands.
- Keep your belongings separated from others, like your gym bag and equipment, when not in use.
  - Avoid physical contact, like high fives, handshakes, fist bumps, and hugs.
  - Tell a coach or staff member if you don't feel well.

## Keep youth athletes safe: Tips for parents and coaches

### Reduce physical closeness between players when possible

- Allow players to focus on building individual skills, like batting, dribbling, kicking, and strength training.
- Increase space between players in the practice areas, including on the sideline, dugout, and bench.

### Minimize sharing of equipment or gear

- Encourage players to bring their own equipment, like gloves, balls, and helmets (if possible).
- Clean and disinfect shared items between use.

### Limit travel outside of your area

- Consider competing against teams in your local area (neighborhood, town, or community).

### Identify small groups and keep them together

- Avoid mixing between groups.
- Have scrimmages within team to limit exposure.

### Practice social distancing and use cloth face coverings, when appropriate

- Coaches, parents, fans, officials, and sports staff should wear a cloth face covering.
- Parents, coaches, and sports administrators should decide if the kids need to wear cloth face coverings.
- It's most important to wear a cloth face covering when it's hard to keep 6 feet of space between people.



## GUIDANCE FROM THE STATE OF CALIFORNIA BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY FOR HOMELESS ASSISTANCE PROVIDERS ON NOVEL CORONAVIRUS (COVID-19)

This guidance is based on what is currently known about the transmission and severity of Novel Coronavirus (COVID-19) disease and is directed to homeless assistance providers in California. Background COVID-19 is a respiratory illness caused by a novel virus that has been spreading worldwide. Community-acquired cases have now been confirmed in California. We are gaining more understanding of COVID-19's epidemiology, clinical course, immunogenicity and other factors as time progresses, and the situation is changing daily. The California Department of Public Health (CDPH) is monitoring COVID-19, conducting testing with local and federal partners, and providing guidance and resources to prevent, detect and



respond to the occurrence of COVID-19 cases in California. Illness Severity The complete clinical picture regarding COVID-19 is not fully understood. Reported illnesses have ranged from mild to severe, including illness resulting in death. Older people and people with certain underlying health conditions like heart disease, lung disease and diabetes, for example, seem to be at greater risk of serious illness. Context Because of the higher likelihood of pre-existing health conditions and the transient nature of the homeless population, people who are homeless or at risk of homelessness, and the people who interact with this population, may have an increased risk of COVID-19 infection and greater potential to increase COVID-19 transmission.

The goals of this guidance are: (1) to protect persons experiencing homelessness, employees of homeless assistance providers, and people who come into contact with persons experiencing homelessness from COVID-19 infection and (2) to reduce community transmission and introductions of COVID-19 into new communities. Basic Guidance The guidance that the public has been receiving applies to homeless assistance providers and people others who come into contact with homeless individuals.

They include:

- **Wash hands frequently with soap and water:** Wash your hands with soap and water regularly. Wash for at least 20 seconds.
- **Cover a cough or sneeze:** Cover your cough or sneeze with your sleeve or disposable tissue.
- **Don't touch:** Avoid touching eyes, nose or mouth with unwashed hands
- **Keep your distance:** Avoid close contact with people who are sick
- **Stay home if you are sick:** If you experience respiratory symptoms like a fever or cough, stay home.
- **Get help:** If you experience symptoms of COVID-19, call your health care provider.

Additional guidance and other information about COVID-19 can be found on the [California Department of Public Health's website](#).



## Specific Guidance for Homeless Service Providers

The Centers for Disease Control and Prevention (CDC) has issued [guidance for homeless assistance providers](#) to plan and respond to COVID-19. It is summarized below.

### Plan

Continuums of Care (CoCs), city and county homelessness officials and their partners should prepare now to protect people experiencing homelessness, homeless service provider staff, and volunteers from COVID-19.

#### Specific steps include:

- *Establishing ongoing communication with local public health departments and connecting to community-wide planning.*
- *Developing or updating an emergency operations plan, which includes key contacts, a list of healthcare facilities, and contingency plans for dealing with increased absenteeism.*
- *Addressing key prevention strategies, such as best practices for preventing the transmission and spread of COVID-19.*
- *Providing prevention supplies, such as alcohol-based hand sanitizers, tissues, trash baskets, disposable facemasks (to be used only by sick individuals in your organization), and mobile hand washing stations.*
- *Procedures for reporting suspected COVID-19 cases to local health officials.*
- *Identifying spaces that can be used to accommodate unsheltered people with mild respiratory symptoms and those at significantly elevated risk of infection who have no option to self-quarantine outdoors.*
- *Those who are sick should be immediately isolated from those who are not sick and given a clean disposable facemask to wear while staying at the shelter.*
- *Identifying clients who could be at high risk for complications.*
- *Do not refer individuals to emergency rooms or physician offices unless the individual is experiencing shortness of breath or other complications. Make sure to notify the healthcare facility and transport personnel in advance.*

### Communicate

CoCs, city and county homelessness officials and their partners should communicate frequently about COVID-19 and everyday preventive actions.

To do this, they should:

- *Create a communications plan for providing timely information to the general public as well as to unsheltered homeless individuals*
- *Identify and address potential language, cultural and disability barriers*
- *Counter stigmatization and discrimination*

Other resources from the CDC include:

- [CDC: Interim Guidance for Homeless Service Providers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#)
- [Questions to Assist CoCs and Public Health Authorities to Limit the Spread of Infectious Disease in Homeless Programs](#)
- [Specific Considerations for Public Health Authorities to Limit Infection Risk Among People Experiencing Homelessness](#)
- [Eligible ESG costs for Infectious Disease Preparedness](#)
- [CDC: Interim Environmental Cleaning and Disinfection Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 \(COVID-19\)](#)

## **Guidance from the U.S. Department of Housing and Urban Development (HUD)**

The U.S. Department of Housing and Urban Development has also developed [specific guidelines](#) homeless assistance providers. These include an [Infectious Disease Toolkit for Continuums of Care \(CoCs\)](#), an [Ask A Question \(AAQ\) Portal](#), and other resources.

All homeless assistance providers, including (CoCs), city and county homelessness officials, and their partners should make themselves familiar with the HUD publication [Preventing and Managing the Spread of Infectious Disease for People Experiencing Homelessness](#). This document covers preparation including planning, and training and education; mitigation activities; and response to an infectious disease outbreak.

CoCs, city and county homelessness officials, shelter operators and case workers, city and county public health officials, and local law enforcement may also wish to consult two other HUD publications: [Preventing and Managing the Spread of Infectious Disease within Shelters](#) and [Preventing and Managing the Spread of Infectious Disease within Encampments](#).

Please note that, per HUD guidance, shelter providers should consult with their local health department before turning away individuals with respiratory symptoms. If an individual requires medical attention, providers should continue to direct them to a healthcare provider.

Questions? Contact the Homeless Coordinating and Financing Council at [HCFC@bcsh.ca.gov](mailto:HCFC@bcsh.ca.gov).

## What law enforcement personnel need to know about coronavirus disease 2019 (COVID-19)

**Coronavirus disease 2019 (COVID-19)** is a respiratory illness that can spread from person to person. The outbreak first started in China, but cases have been identified in a growing number of other areas, including the United States.

**Patients with COVID-19** have had mild to severe respiratory illness.

- Data suggests that symptoms may appear in as few as 2 days or as long as 14 days after exposure to the virus that causes COVID-19.
- Symptoms can include fever, cough, difficulty breathing, and shortness of breath.
- The virus causing COVID-19 is called SARS-CoV-2. It is thought to spread mainly from person-to-person via respiratory droplets among close contacts. Respiratory droplets are produced when an infected person coughs or sneezes and can land in the mouths or noses, or possibly be inhaled into the lungs, of people who are nearby.
  - Close contact increases your risk for COVID-19, including:
    - » Being within approximately 6 feet of an individual with COVID-19 for a prolonged period of time.
    - » Having direct contact with body fluids (such as blood, phlegm, and respiratory droplets) from an individual with COVID-19.

### To protect yourself from exposure

- **If possible, maintain a distance of at least 6 feet.**
- **Practice proper hand hygiene.** Wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available and illicit drugs are NOT suspected to be present, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Do not touch your face with unwashed hands.
- Have a trained Emergency Medical Service/Emergency Medical Technician (EMS/EMT) assess and transport anyone you think might have COVID-19 to a healthcare facility.
- Ensure only trained personnel wearing appropriate personal protective equipment (PPE) have contact with individuals who have or may have COVID-19.
- Learn your employer's plan for exposure control and participate in all-hands training on the use of PPE for respiratory protection, if available.

### Recommended Personal Protective Equipment (PPE)

Law enforcement who must make contact with individuals confirmed or suspected to have COVID-19 should follow CDC's Interim Guidance for EMS. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-for-ems.html>.

Different styles of PPE may be necessary to perform operational duties. These alternative styles (i.e., coveralls) must provide protection that is at least as great as that provided by the minimum amount of PPE recommended.

The minimum PPE recommended is:

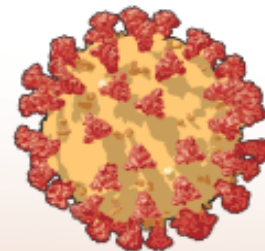
- A single pair of disposable examination gloves,
- Disposable isolation gown or single-use/disposable coveralls\*,
- Any NIOSH-approved particulate respirator (i.e., N-95 or higher-level respirator); facemasks are an acceptable alternative until the supply chain is restored, and
- Eye protection (i.e., goggles or disposable face shield that fully covers the front and sides of the face).

\*If unable to wear a disposable gown or coveralls because it limits access to duty belt and gear, ensure duty belt and gear are disinfected after contact with individual.

### If close contact occurred during apprehension

- Clean and disinfect duty belt and gear prior to reuse using a household cleaning spray or wipe, according to the product label.
- Follow standard operating procedures for the containment and disposal of used PPE.
- Follow standard operating procedures for containing and laundering clothes. Avoid shaking the clothes.

For law enforcement personnel performing daily routine activities, the immediate health risk is considered low. Law enforcement leadership and personnel should follow CDC's Interim General Business Guidance. Search "Interim Guidance for Businesses" on [www.cdc.gov](http://www.cdc.gov).





# OFFICE POSTERS

## PAGE 16-22

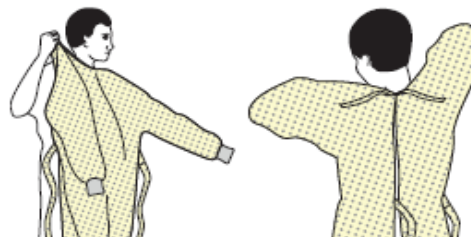
1. HOW TO DON PERSONAL PROTECTIVE EQUIPMENT
2. DAILY CHECKLIST FOR AQUATIC STAFF
3. STOP THE SPREAD OF GERMS
4. FACEMASKS DO'S AND DON'TS
5. COVID-19: QUARANTINE VS. ISOLATION
6. KEEP CALM AND WASH YOUR HANDS
7. BUILDING ENTRANCE GUIDELINES

## SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

### 1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



### 2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



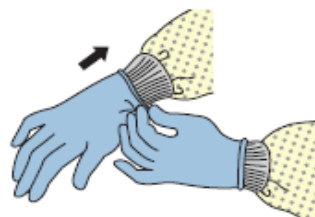
### 3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



### 4. GLOVES

- Extend to cover wrist of isolation gown



## USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene

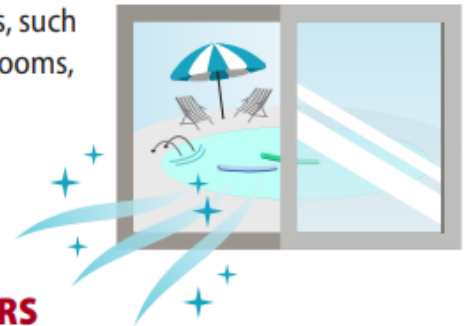


# DAILY CHECKLIST FOR STAFF

## Public pools, hot tubs, and water playgrounds



- Remind staff, patrons, and swimmers to **WASH THEIR HANDS OFTEN** with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol
- ENCOURAGE WEARING CLOTH FACE COVERINGS** for staff and patrons **2 years and over** who are not swimming
- MAKE SURE THERE ARE ENOUGH SUPPLIES**, such as soap, hand sanitizer, paper towels, tissues, and no-touch trash cans
- CLEAN AND DISINFECT** frequently touched surfaces, such as tables, lounge chairs, pool noodles, door handles, restrooms, and other equipment
- INCREASE VENTILATION** in any indoor areas by opening windows and doors
- ENCOURAGE STAFF, PATRONS, AND SWIMMERS** to stay home if they do not feel well, tested positive for COVID-19, or were exposed to someone with COVID-19 in the last 14 days
- POST SIGNS TO PROMOTE HEALTHY BEHAVIORS** that prevent COVID-19, make announcements on PA systems, and include messages in e-mails, on websites, and social media
- MODIFY LAYOUTS AND ARRANGEMENTS** of chairs, tables, and entry/exit areas to keep people who do not live together 6 feet apart



Now, **let's swim!**

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# Stop the Spread of Germs

**Help prevent the spread of respiratory diseases like COVID-19.**



**Stay at least 6 feet (about 2 arms' length) from other people.**



**Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.**



**When in public, wear a cloth face covering over your nose and mouth.**



**Do not touch your eyes, nose, and mouth.**



**Clean and disinfect frequently touched objects and surfaces.**



**Stay home when you are sick, except to get medical care.**



**Wash your hands often with soap and water for at least 20 seconds.**



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# Facemask Do's and Don'ts

For Healthcare Personnel

## When putting on a facemask

Clean your hands and put on your facemask so it fully covers your mouth and nose.



DO secure the elastic bands around your ears.



DO secure the ties at the middle of your head and the base of your head.

## When wearing a facemask, don't do the following:



DON'T wear your facemask under your nose or mouth.



DON'T allow a strap to hang down. DON'T cross the straps.



DON'T touch or adjust your facemask without cleaning your hands before and after.



DON'T wear your facemask on your head.



DON'T wear your facemask around your neck.



DON'T wear your facemask around your arm.

## When removing a facemask

Clean your hands and remove your facemask touching only the straps or ties.



DO leave the patient care area, then clean your hands with alcohol-based hand sanitizer or soap and water.



DO remove your facemask touching ONLY the straps or ties, throw it away\*, and clean your hands again.

\*If implementing limited-reuse: Facemasks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. Folded facemasks can be stored between uses in a clean, sealable paper bag or breathable container.

Additional information is available about how to safely put on and remove personal protective equipment, including facemasks:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>



# COVID-19: Quarantine vs. Isolation

**QUARANTINE** keeps someone who was in close contact with someone who has COVID-19 away from others.



**If you had close contact with a person who has COVID-19**



- Stay home until 14 days after your last contact.



- Check your temperature twice a day and watch for symptoms of COVID-19.



- If possible, stay away from people who are at higher-risk for getting very sick from COVID-19.

**ISOLATION** keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.



**If you are sick and think or know you have COVID-19**



- Stay home until after
  - 3 days with no fever and
  - Symptoms improved and
  - 10 days since symptoms first appeared



**If you tested positive for COVID-19 but do not have symptoms**



- Stay home until after
  - 10 days have passed since your positive test.



If you live with others, stay in a specific “sick room” or area and away from other people or animals, including pets. Use a separate bathroom, if available.





KEEP  
CALM  
AND  
WASH  
YOUR  
HANDS



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention

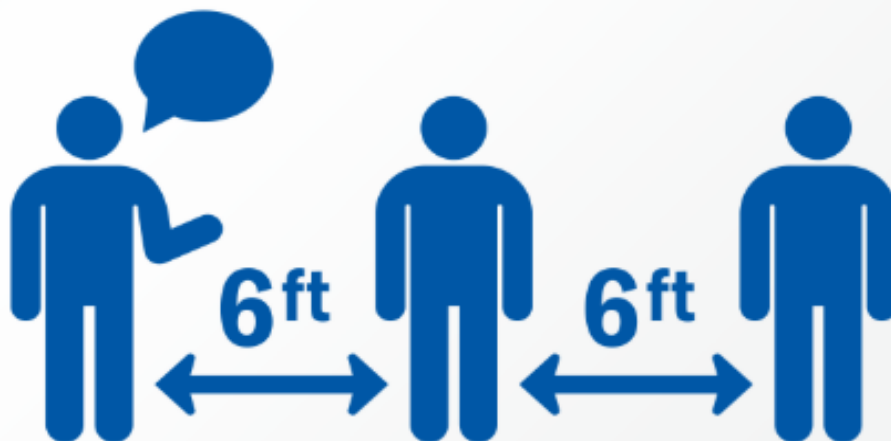
# BEFORE ENTERING PLEASE FOLLOW GUIDELINES



**PLEASE HAVE  
A FACE COVERING**



**PLEASE WASH/  
SANITIZE YOUR HANDS**



**PLEASE MAINTAIN  
PROPER SOCIAL DISTANCING**