

Galesburg CUSD #205

Safe at Work

Protocols to Protect Your Health & Safety

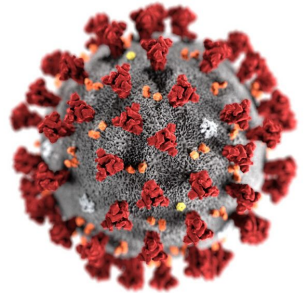


ALL CUSD #205 STAFF MUST COMPLETE THIS TRAINING BEFORE RETURNING TO WORK ON SITE

This training is specific to CUSD #205

The District follows guidance from:

- CDC ([cdc.gov](https://www.cdc.gov))
- IDPH ([dph.illinois.gov](https://www.dph.illinois.gov))
- State of Illinois ([coronavirus.illinois.gov](https://www.coronavirus.illinois.gov))
- ISBE ([isbe.net/covid19](https://www.isbe.net/covid19))



Prevention: A General Guide

To Do:
Watch this [video](#)



Always Stay Aware

Be Aware of your
surroundings

Visually scan your
environment

Avoid Distractions

Focus on what's in front of
you

Play the “what if” game

What would you do if
someone kept moving closer
to you?

Be prepared

Know where sinks and
sanitizers are, wear your face
covering

Take responsibility for
yourself

If everyone takes care of
themselves, everyone
stays safe

Symptoms of COVID-19

People with COVID-19 have a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure of the virus. People with these symptoms may have COVID-19:

- Fever or Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Resource: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Steps to prevent illness

To Do: Watch the **two** videos



Steps to prevent illness

Social Distancing

- Maintain a 6-foot distance from everyone
- Be aware of your surroundings and move out of the way of others
- Follow directional signage
- Do not congregate

Steps to prevent illness

Handwashing

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

- After blowing your nose, coughing, or sneezing
- Before, during, and after preparing food
- After using the toilet
- After touching garbage
- Before and after work shift
- Before and after work breaks
- After touching objects that have been handled by other people

Wash Your Hands

To Do:
Watch the [video](#)



Steps to prevent illness

Masks/Face Coverings

- Put on your mask **BEFORE** entering the building
- Wear a face covering whenever you are in the building
- Staff are responsible for the washing and upkeep of cloth face coverings
- Take off your mask after you exit the building and are at least 6 feet from others
- Staff are required to wear a face covering:
 - In public areas
 - In shared workspaces
 - When near others
 - When a safe distance cannot be maintained

Steps to prevent illness

To Do:

- Watch the [Video](#)
- [Visit this Website](#)



Steps to prevent illness

When Storing Masks:

- Only remove masks and store them when you are in an office alone
- Store in a safe container
- Do not hang masks around the neck
- Do not leave your mask laying on your desk or hanging up on the back of a chair or other item

Be careful not to touch eyes, nose, and mouth when removing face covering and wash or sanitize hands immediately after removing

Please click [here](#) for directions on how to properly wash cloth face coverings

Steps to prevent illness

Glove Use

- Hand hygiene is to be performed before putting gloves on and after removing gloves
- When wearing gloves, the glove must cover your hand snugly, have no tears, and should cover your whole hand up to your wrist

To Do: Watch [video](#)



Employee Responsibilities

- Wear a face covering whenever 6ft. of distance cannot be maintained between you and others
- Wash hands (or use sanitizer) when entering the building, following interaction with the public/visitor, or after coughing or sneezing
- Remain at home when experiencing symptoms of COVID-19 and/or following an exposure to an individual who tested positive for COVID-19
- Notify Supervisor if you test positive or have been exposed to someone who tested positive for COVID-19

Employee Responsibilities

- Avoid using other employees' work tools such as phones, offices, computers. Any shared work tools should be disinfected before and after each use
- Wipe down work stations at the beginning of and end of day. For our purposes, this could mean driver's ed cars, weight lifting equipment and exercise equipment, handels, doors, entrances, exits, etc
- Wipe down the vending machines following each use
- Follow all social distancing and healthy environment protocols identified throughout the building

Non-contact Infrared Thermometer Instructions

Storage

- Do not immerse in water or other liquids, it is not waterproof
- Keep away from the sun and keep it in a clean, dry place at a temperature of 41-113 degrees Fahrenheit and humidity below 85%

Maintaining Student and Staff Confidentiality

- Student and staff health information **must remain confidential**
- COVID-19 symptom checklist and temperature checks are to **only** be conducted by the directed staff member or their immediate supervisor
- The COVID-19 symptoms checklist and temperature check results are to **only** be shared with the directed staff member's immediate supervisor and Health Services Coordinator
- The COVID-19 symptoms checklist and temperature check results are to be accessed only on school grounds when necessary and kept in a secure location protected from others
- Examples:
 - If students carpool together to practice and student "A" has a temperature greater than 100 degrees Fahrenheit, do **not** give out any health information to student "B". Simply tell them that they are both unable to practice today and that parents/guardians will be contacted as needed
 - If students or other staff ask for information regarding an individual's health, inform them, "I believe (name) is receiving the appropriate medical services he/she needs"

10 things you can do to manage your COVID-19 symptoms at home

Accessible Version: <https://www.cdc.gov/coronavirus/2019-nCoV/if-you-are-sick/steps-when-sick.html>

If you have possible or confirmed COVID-19:

- 1. Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis. 
- 2. Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately. 
- 3. Get rest and stay hydrated.** 
- 4. If you have a medical appointment, call the healthcare provider** ahead of time and tell them that you have or may have COVID-19. 
- 5. For medical emergencies, call 911 and notify the dispatch personnel** that you have or may have COVID-19. 
- 6. Cover your cough and sneezes.** 
- 7. Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol. 
- 8. As much as possible, stay in a specific room and away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask. 
- 9. Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding. 
- 10. Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions. 



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

What to do if you test positive for COVID-19

<https://www.cdc.gov/coronavirus/2019-nCoV/if-you-are-sick/steps-when-sick.html>

Do your part to slow the spread of COVID-19.



To do:

Watch [Video](#)



Final Step

Click [here](#) for the COVID-19 Return to Work acknowledgement form to complete this training.