

# COVID-19 Information for Employees



- Information was gathered from CDPH Guidelines, CAL-OSHA, SDCOE, and AUSD School Reopening Guidelines

# Facts About COVID-19

- A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is [not the same as the coronaviruses that commonly circulate among humans and caused mild illness, like the common cold.](#)
- COVID-19 is caused by a coronavirus called SARS-CoV-2. Coronaviruses are a large family of viruses that are common in people and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people. This occurred with [MERS-CoV](#) and [SARS-CoV](#), and now with the virus that causes COVID-19.

# Protect Yourself

## **Know how it spreads**

- There is currently no vaccine to prevent COVID-19.
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person between people who are in close contact with one another (within about six feet) through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

# Steps Everyone Should Take

## **Wash your hands often**

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

# Avoid Close Contact

**Avoid close contact with people who are sick, even inside your home. If possible, maintain six feet between the person who is sick and other household members.**

- Put distance between yourself and other people outside of your home.
- Remember that some people without symptoms may be able to spread virus.
- Stay at least six feet (about two arms' length) from other people.
- Do not gather in groups.
- Stay out of crowded places, and avoid mass gatherings.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.

# Cover Your Mouth And Nose With A Cloth Face Cover When Around Others

**You could spread COVID-19 to others even if you do not feel sick!**

- All employees working outside of their home are required to wear face coverings in accordance with public health guidelines.
- Cloth face coverings should not be placed on young children under age 2 or anyone who is having trouble breathing, unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Continue to keep at least six feet between yourself and others. The cloth face cover is not a substitute for social distancing.

# Exceptions To Face-Covering Rule

Face coverings may be removed when employees are:

- Working alone in a single office with the door closed
- In a vehicle that will be used exclusively by the driver
- Eating or drinking
- Working alone outside in an area where it is unlikely that others will come within 15 feet

# Cover Coughs And Sneezes

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



# Clean And Disinfect

## **CDC/EPA Cleaning and Disinfecting Guidance**

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- The Healthy Schools Act requires additional training for all school employees using disinfectants.
- Maintenance and Operations will supply materials for disinfecting workstations.

[California Department of Pesticide Regulation \(DPR\)](#) online training — Simple registration, free courses available. *Basic IPM for the Classroom and Office Environment*

# Symptom Screening

# Screen Yourself for Symptoms

- If you're planning on visiting one of our work location, you will be required to self screen yourself at home prior to coming to work.
- Check for a temperature above 100.4 degrees and symptoms such as (cough, shortness of breathe, fever).
- If you have a fever or any of the symptoms on the next slide, you should stay home and contact your supervisor.

# Watch For Symptoms

- People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.
- Symptoms may appear two to 14 days after exposure to the virus. People with these symptoms may have COVID-19:
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever
  - Chills
  - Muscle pain
  - Sore throat
  - New loss of taste or smell
  - This list is not inclusive of the all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

# When To Seek Emergency Medical Attention

Look for emergency warning signs\* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately!

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face
- \*This list is not inclusive of all the possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.
- Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who **has or may have** COVID-19.

# Safety Procedures

# Safety Procedures For Restrooms

- Employees should use the restroom in their immediate area/building, except in an emergency.
- Use will be limited to no more than one person at a time.
- Employees must wear a mask when in the restroom.
- Use toilet seat covers.
- Employees must wash their hands and should use paper towels when touching fixtures such as door handles.

# Safety Procedures For Food

- Employees should not share food or utensils.
- Employees should keep their food in their own containers and supply their own napkins, utensils, and cups.
- Water Coolers and any items that are mutually used will be removed to minimize risk and exposure.



# Where to get more information

All available information that employees need is available on *AUSD School Reopening Guidebook*:

*website:* <https://www.alpineschools.net/o/ausd/page/coronavirus-updates--15>

Employees can also look for regular updates from the superintendent

# Have questions related to COVID-19?

Email [bburkett@alpineschools.net](mailto:bburkett@alpineschools.net) or [revans@alpineschools.net](mailto:revans@alpineschools.net) if:

- You need additional information related to leave time or procedures
- You need support with Families First Coronavirus Response Act or Public Health Emergency Paid Family Leave

# Staying Safe

Basic Guidelines for Cleaning Your Place  
Face Coverings and PPE in the Work Place

# Basic Cleaning Reminders

**WASH HANDS** prior to entering your work space.

- **Wet** your hands with clean, running water, and apply soap.
- **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between fingers, your wrists, and under your nails.
- **Scrub** your hands for at least 20 seconds.
- **Rinse** your hands well under clean, running water.
- **Dry** your hands using a clean towel or air dry them.
- **Use** a paper towel to turn off the faucet.



**Hands should be washed with soap and water for at least 20 seconds when visibly soiled, before eating, and after using the restroom.**

# Hand Sanitizer can be used if soap and water are not available.

- CDC recommends using alcohol-based hand rub with greater than 60% ethanol or 70% isopropanol in health care settings.\*
- Benzalkonium chloride is less reliable against certain bacteria and viruses.



\*It is not recommended to use hand sanitizer to clean your high-touch points and surfaces.

## Alcohol handrub hand hygiene technique – for visibly clean hands



# Cleaning My Work Space

**Personal Protective Equipment (PPE)** such as gloves, are not necessary for general cleaning with soap and water.

- For all other products, follow all label directions, including contact time and use.
- You should use hand sanitizer after cleaning a surface even if you wore gloves.

**Surfaces** should be cleaned with a mild detergent and soap.

- Do not bring cleaners from home; only use what Maintenance and Operations and the Custodians provide for use.
- Cleaning with soap and water reduces germs, dirt, and impurities on the surface.



All surfaces, especially high-touch surfaces, should be cleaned consistently. Door knobs, drawer pulls, file cabinet handles, chair arms, desks, keyboards, and your mouse are just some of the most-touched surfaces.



- Pre-cleaning is recommended prior to the use of any soap-and-water solution or chemical, if one is provided to you.
- Dirt, dust, food particles, and other debris can collect and will need to be removed prior to cleaning to be most effective.
- **Best Practice:** Spray chemicals/cleaners onto the towel then use it to wipe down surfaces.
- It is important to follow manufacturers' directions on the use of all chemicals and to not bring products from home to use.
- Cleaning supplies will be provided to you by your supervisor.
- At the start of the shift, it is the responsibility of each employee to clean their own workstation surfaces.



# Cleaning Electronics

- Electronics include tablets, devices with touch screens, keyboards, remote controls, and many other devices.
- If an electronic device has a screen, consider applying a wipeable cover over the device to help protect it.
- The manufacturer may have directions on how to clean your devices; however, if none are available, most devices can be cleaned using the products provided by maintenance and operations.
- If using sprays, spray on a towel first and not directly on the device.
- Always dry the surface thoroughly after cleaning.



# Only Custodians Should Sanitize and Disinfect

**Custodians** will be performing routine disinfection of facilities and high-touch surfaces or objects.

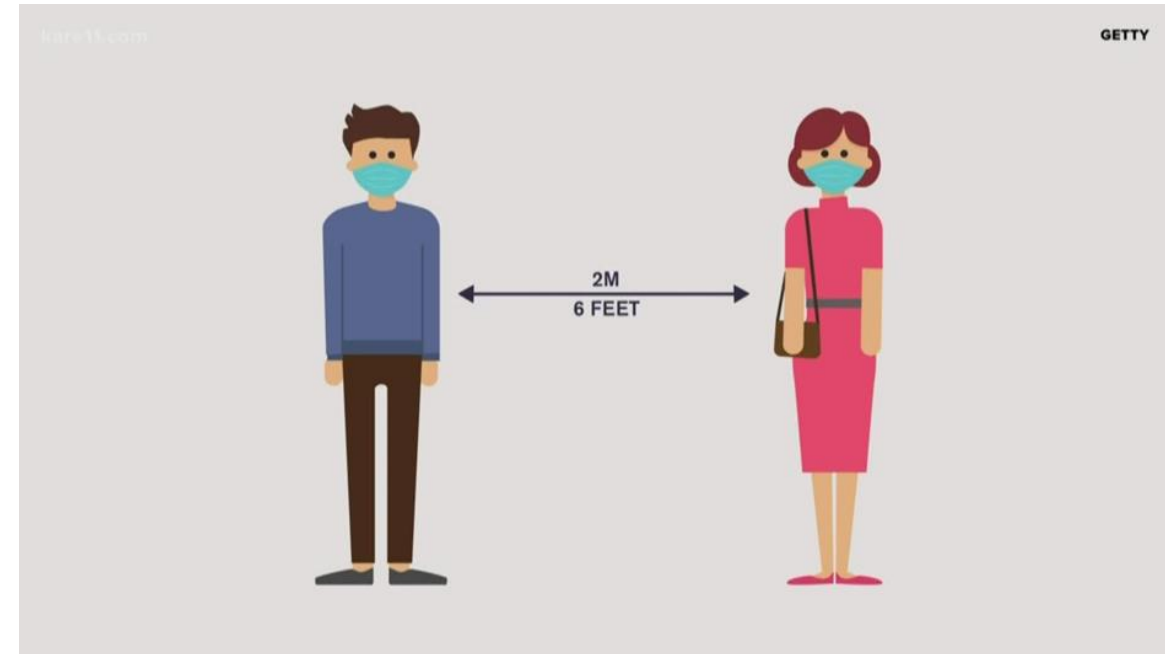
- More frequent cleaning and disinfection may be required based on level of use.
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- Custodians are trained on appropriate use of cleaning and disinfection chemicals, and are provided with the personal protective equipment required for the chemicals they use.
- Custodians will not be touching personal objects.



# Preventive Actions

Practice preventive actions when in public:

- Maintain safe physical distancing (six feet apart)
- Wash your hands with soap and water for 20 seconds
- If unable to wash your hands, use hand sanitizer
- Wear a cloth face covering on all AUSD locations.
- Do not hug or shake hands with others



# When Should You Wear Face Coverings?

- Waiting in line to enter a public space
- Interacting in-person with anyone from the public
- Working in any space visited by members of the public
- Working in or walking through common areas
- In any room or enclosed area where physical distance of at least six feet may not be possible



# Caring for Face Coverings

A face covering should be washed frequently, at least daily.

Until your face covering can be washed, it should be kept in a bag or other container.

Cleaning should include laundering the mask with detergent and hot water and then dried on a hot cycle.

It is recommended to have a spare face covering.

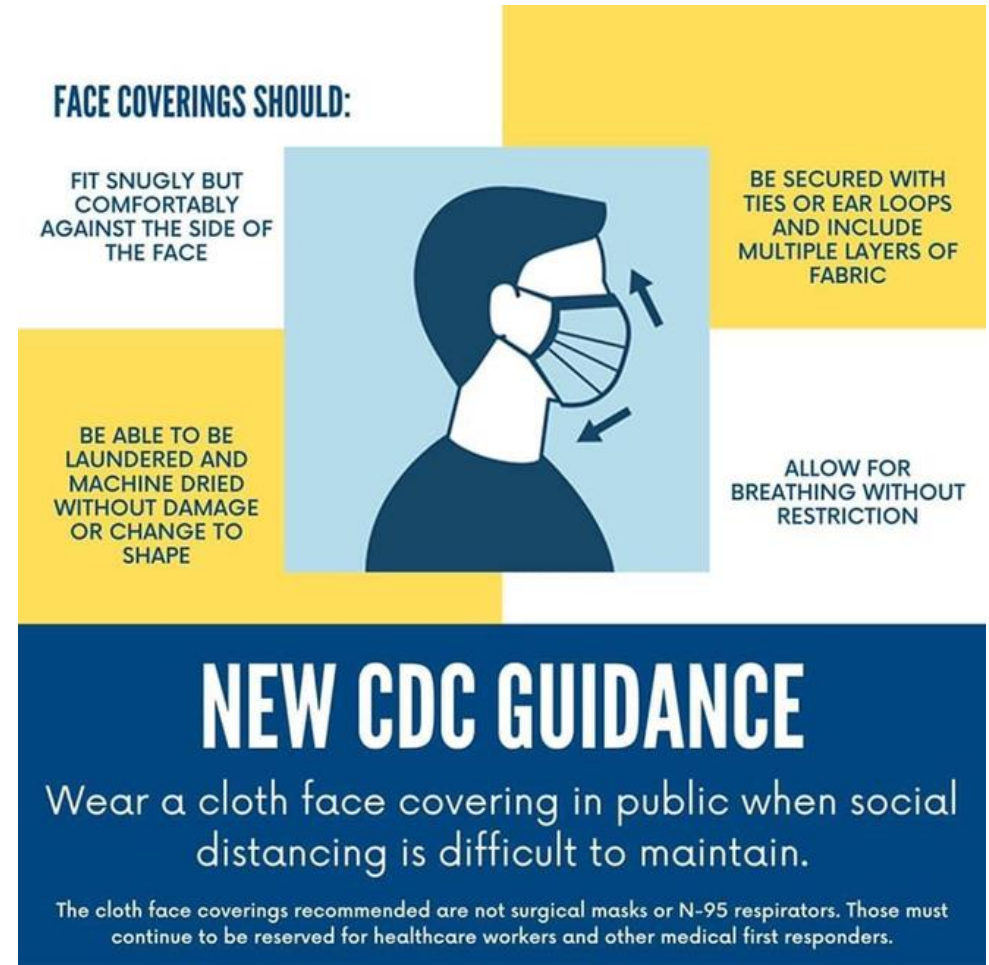




# When Should You Throw Away Face Coverings?

## The mask should be discarded when...

- They can no longer stay in the correct position, covering both the nose and the mouth.
- The straps lose their elasticity, have been stretched out, or have been damaged.
- There are holes or tears in the fabric.



# Questions/Comments?

- If there are any concerns regarding the policies or procedures for SARS-CoV-19, please contact your supervisor, the Human Resources Department and/or refer to the AUSD School Reopening Guidebook for Staff

