



HOBART AND WILLIAM SMITH COLLEGES

Return-to-Campus Training for Employees June 2020



Welcome back!

As we return to campus and begin this “new normal” in our workplace, we understand that many employees are concerned about safety and eager to understand changes to policies and procedures. We want every employee to know that we are taking your concerns and the wellbeing of the entire community seriously.





After Completing This Training You Will:

1. Have an understanding of the types of **transmission** of COVID-19 and the **symptoms** that occur if you are exposed.
2. Have detailed guidance on how to **protect** yourself from COVID-19.
3. Understand the safe working **protocols** at HWS



What is COVID-19?

- A respiratory illness caused by the virus SARS-CoV-2
- Symptoms can appear in 2-14 days after exposure but many people can become infected and have no symptoms.
- There is currently no vaccine

Symptoms may include:

- **Fever**
- **Chills**
- **Muscle pain**
- **Cough**
- **Shortness of breath**
- **Sore throat**
- **Headache**
- **Fatigue**
- **Sudden loss of taste and smell**



How the virus is spread

Some people don't look sick but...

- COVID-19 can be spread by an infected person (3 days or more) before they start to feel sick.
- According to the CDC, 25% or more of people with the coronavirus may be asymptomatic (do not feel sick or have symptoms).

The best way to prevent illness is to avoid contact with people and contaminated surfaces!



How the virus is spread

- Close contact with people – respiratory droplets
- Touching surfaces or objects (i.e. door handles, keyboards) then your nose or your mouth



HWS' COVID-19 Safety Plan

The Colleges' safety plan focuses on several key areas:

- People
- Protective Equipment
- Physical Space
- Policies





Safety Plan - *People*

- Monitor symptoms and submit daily wellness checks.
- Wear a face covering if you are unable to socially distance.
- Maintain at least 6 feet between you and others.
- Replace handshakes with head nods and waves.
- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public space, 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.
- Avoid touching your eyes, nose and mouth with unwashed hands.

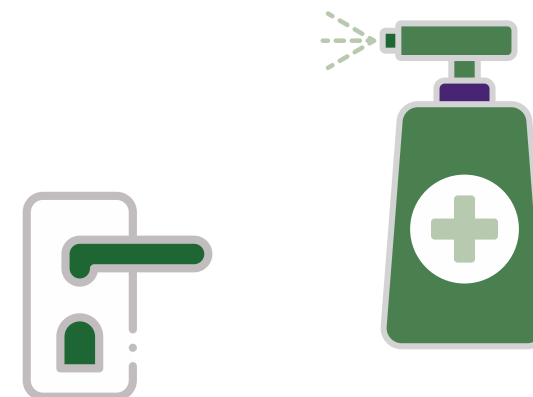




Safety Plan - *People*

Clean and disinfect frequently touched surfaces

This includes tables, doorknobs, light switches, countertops, desks, handles, phones, keyboards, copy machine buttons, Keurig's, water cooler spout and refrigerator handles.



Limit the sharing of objects

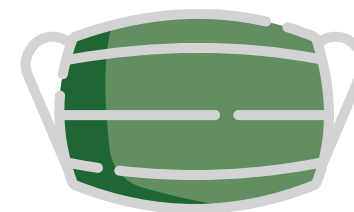
Desks, computers, phones, pens, staplers or other office supplies





Safety Plan - *Protective Equipment*

- Employees are required to wear a face covering in buildings and on campus, when social distancing is not possible. Face coverings are available in the Campus Safety Office if you do not have one.
- Face shields will be provided to faculty members and staff who teach.
- Disinfectant wipes will be provided to employees to clean personal workspaces and frequently touched surfaces.
- Hand sanitizer stations are set up across campus and employees will be provided a bottle of hand sanitizer for their personal office use.





Safety Plan - *Protective Equipment*

Everyone must wear a face covering on campus when social distancing is not possible.

- HWS will provide face coverings to employees who need one. Face coverings can be picked up at the Campus Safety Office during normal work hours.
- You are also welcome to wear your own face covering, as long as it meets CDC guidelines.
- Do not share your face covering with anyone else.



Continue to **keep 6 feet between yourself and others.**



Safety Plan - *Protective Equipment*

Face Coverings

- Do the candle test. If you can blow out a candle, the fabric may be too loosely woven to stop droplets.
- Does wearing the cloth mask make you feel panicked? If so, it may be too tightly woven.
- If the face coverings provided by HWS do not fit or cause difficulty breathing, we will try to find a different one that works for you.



Personal Protective Equipment (PPE) Control

- Some facemasks have one-way exhalation valves. The exhalation valve allows moisture in the mask to be exhaled, making them more comfortable to wear.
- **An exhalation valve will release respiratory droplets.**
- This facemask will not protect people from exposure to respiratory droplets expelled when the wearer talks, coughs or sneezes.
- Facemasks with exhalation valves **ARE NOT ALLOWED TO BE WORN ON CAMPUS.**





How to Safely Wear Your Face Coverings



Wash hands with soap and water or apply hand sanitizer before donning a mask.



Place mask on face with ear loops over ears or ties behind head.



The mask should cover your nose and mouth with no gaps between the mask and your face.



Wash hands with soap and water or apply hand sanitizer after placing mask.



Avoid touching the mask while wearing it.



Watch a video from the World Health Organization on how to properly wear and remove face coverings.

- <https://www.youtube.com/watch?v=ciUniZGD4tY>



Safety Plan - *Protective Equipment*

Face Workers who perform tasks that normally require gloves as part of their required PPE are provided gloves.

Use gloves wisely!

- Wearing gloves does not reduce the surface-hand-face transmission mechanism.
- Gloves become contaminated and should be replaced frequently to prevent cross contamination.
- Do not touch your face or phone with gloved hands.
- Always perform hand hygiene after removing your gloves.



Safety Plan - *Protective Equipment*

How to safely wear gloves



Wash hands with soap and water or apply hand sanitizer before donning gloves.



Choose correct size glove



Don glove



Check for holes or defects.



Avoid touching face or phone while wearing gloves.



Safety Plan - *Protective Equipment*

How to safely remove gloves



Grasp the outside edge near your wrist.



Peel away from your hand, turning the glove inside-out.



Hold in opposite gloved hand.



Slide ungloved finger under the wrist of the remaining glove.



Turn second glove inside out while pulling away, leaving first glove inside.

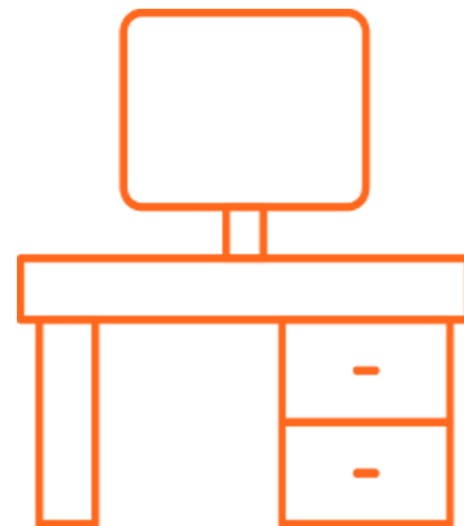


Wash hands with soap and water or apply hand sanitizer.



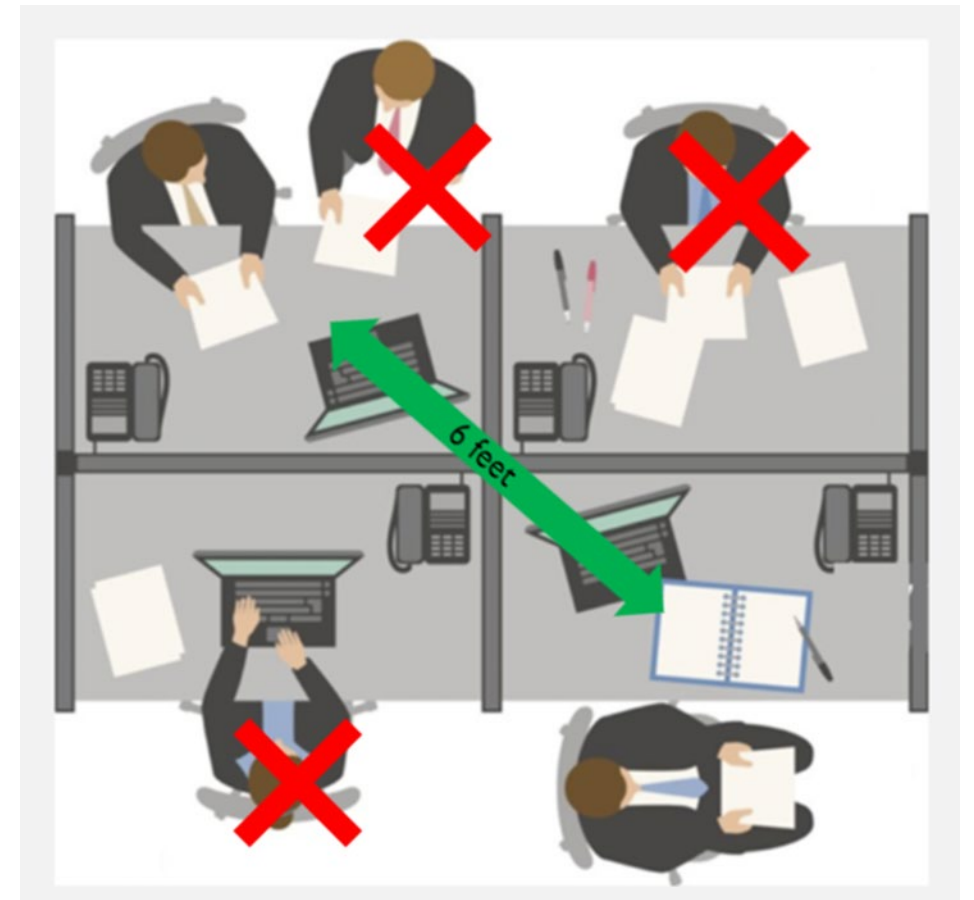
Safety Plan - *Physical Space*

- Administrative staff will rotate work schedules to reduce the number of people in the building at one time.
- Some employees will continue working remotely depending on operational need.
- Before full access occurs, barriers will be installed at reception desks for high traffic departments.
- Employees who do not have individual office spaces will be provided tape to mark six feet around their workspace in support of social distancing.
- Walking traffic patterns in communal areas will be reconfigured.
- Break rooms and other communal areas will have reduced seating and capacity limits.



Safety Plan - *Physical Space*

- Physical distancing must be maintained when interacting with others.
- Ensure adequate separation between workstations.





Safety Plan - *Policies*

- COVID-19 Safety Training will be offered to all employees
- Contract certification training will be offered to select employees
- Large group in-person events over 10 people are restricted
- Employees should continue to hold meetings over zoom or telephone.
- Signage will be posted across campus and in work areas with reminders on how to prevent the spread of germs and how to correctly wear and remove face coverings.
- Business travel remains restricted to essential travel only and must be approved by the appropriate divisional vice president.





Remember...

Remember How to Prevent Virus Spread





What Should I Do if I'm Sick?

- Temperature is 100.4 °F or greater when measured with a household thermometer
- Cough, shortness of breath or otherwise feel ill
- You have tested positive for COVID-19 within the last 14 days
- You have been in contact with someone that has tested positive for COVID-19 within the last 14 days
- Notify your supervisor and Human Resources immediately

**WHEN
YOU
MUST
STAY
HOME**



Click the below link to acknowledge your completion of the COVID-19 Safety Training

[Acknowledge Training Completion](#)

Questions should be directed to Human Resources



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