

COVID-19 Safety Training

1.1 Introduction

The COVID-19 pandemic is an emerging, rapidly evolving public health emergency.

This course contains guidance and data from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO) and scientific literature.

This training was created with the latest accurate information as of **June 15th, 2020**. Updates will be made as new information becomes available.

References

Environmental Health and Safety gratefully acknowledges Lawrence Livermore National Laboratory's (LLNL) Environmental Safety and Health group for granting us permission to adapt their course "*HS4440-W - Working Safely at LLNL During the COVID-19 Pandemic*."*

*LLNL takes no responsibility for this training.

1.2 What Is COVID-19?

COVID-19 is the name of the disease caused by the SARS-CoV-2 virus. Coronaviruses are a large family of viruses that generally cause mild-to-moderate upper-respiratory tract illnesses, like the common cold in humans. Hundreds of coronaviruses exist in nature; most circulate in animals including pigs, camels, bats, and cats.

On rare occasions, coronaviruses "jump" to humans.

- There are seven coronaviruses known to cause disease in humans.
- Four cause mild disease.
- Three cause more serious disease with mild to severe lower-respiratory tract illnesses
 - SARS-CoV: caused outbreak in 2002, disappeared in 2004
 - MERS-CoV: emerged in 2012, low number of cases continue to be reported, primarily in countries in the Middle East
 - SARS-CoV-2: emerged in December 2019

1.3 COVID-19 Exhibits a Broad Range of Symptoms

Symptoms usually develop 5 days after exposure, but may appear between 2-14 days.

Presentation ranges from no symptoms (asymptomatic) to severe illness. Of confirmed cases, severity is typically (based on current data):

- 81% mild (no pneumonia)
- 14% severe (clinical symptoms include shortness of breath)
- 5% critical (pneumonia, respiratory failure)

Individuals aged ≥ 65 , or with a history of other illnesses, like diabetes, lung disease, or immunocompromising conditions, have a higher risk of severe illness.

Common symptoms

- Fever, Cough, Body Aches, Shortness of Breath, Loss of Sense of Smell
- Other symptoms include fatigue, sore throat, headache, loss of sense of taste, chills and diarrhea.

1.4 How Is COVID-19 Spread?

Current evidence suggests that there may be three potential routes of transmission.

- Droplet – When an infected individual coughs, sneezes, breathes and/or speaks, respiratory secretions containing the virus are expelled into the mouth, nose or eye of someone nearby (generally within 6 feet).

Believed to be a major driver of community spread.

- Contact – Respiratory droplets containing the virus settle on surfaces. Someone touches that surface and then touches their mouth, nose or eyes which can potentially result in transmission of the virus to themselves.

Believed to contribute to the community spread, but not believed to be the primary driver.

- Aerosol – Small particles (generally defined as smaller than 5 μm ; sometimes referred to as droplet nuclei) containing virus are inhaled into the lungs. Aerosol transmission can occur over short ranges (within 6 ft) as well as potentially longer ranges.

Unclear role in community spread, not believed to be a major driver of community spread.

1.5 Contact Transmission

How long can the SARS-CoV-2 virus survive on surfaces?

Based on current available data, viable SARS-CoV-2 virus can be detected on different surfaces for times ranging from **a few hours to a few days**.

Though the virus may linger on surfaces for days, the likelihood of a person becoming infected from touching a contaminated surface likely decreases significantly over time.

Visit: <https://www.nih.gov/coronavirus>

1.6 University of Rochester has Implemented Controls to Reduce Risk to Individuals Onsite

Elimination

- Stay Home When Sick/Leave if Become Sick
- Work from Home/Learn Online

Engineering Controls

- Plexiglas Barriers

Administrative Controls

- Social Distancing
- Frequent Handwashing
- Avoid Touching your Face
- Cough/Sneeze Etiquette
- Clean High-Touch Surfaces

Required PPE

- Face Mask, Eye Protection

1.7 University of Rochester Requirements

There are several requirements everyone must follow while on-site:

1. Complete a **daily** health screening assessment, called Dr. Chat Bot, every day you plan to spend at a University of Rochester location.
2. Wearing a mask and physical distancing (commonly referred to as social distancing) are required any time two people are in the same indoor space. This includes lobbies, hallways, break areas, classrooms, elevators, and restrooms.
3. Leave immediately if you feel sick or unwell. Notify your supervisor. Contact Employee Health or University Health Service (UHS) for further instructions.

1.8 Dr. Chat Bot Health Screening Tool

Before entering a University of Rochester location for the first time on a given day, you must complete the Dr. Chat Bot survey, please click the button for information based on your location:

(Web-based URL or UR Mobile App)

Medical Center - <https://healthlab.urmc.rochester.edu/EmployeeHealthScreen>

University - <https://healthlab.urmc.rochester.edu/UniversityHealthScreen>

When accessing, you must choose your correct Account Type based on your location (URMC, UR).

Note for Students: You must complete the Dr. Chat Bot survey to enter a campus location outside your residence hall.

1.9 COVID-19 Reporting Requirements

You must get clearance from Employee Health (275-6065) or University Health Service (275-2662) before entering a campus location if:

- You received a positive COVID-19 test result
- You are waiting for COVID-19 test results
- You were told by a healthcare provider that you may have COVID-19 based on your symptoms, even if not tested
- You share a residence with an individual who has been told by a healthcare provider that they have or may have COVID-19 either by testing or symptoms alone

If you are sick but have **NOT** been told by a healthcare provider that you have or may have COVID-19, stay home/dorm room until you are fever-free for 72 hours without the use of symptom-altering medications (e.g., fever-reducers, cough-suppressants), and your cough has improved.

1.10 Social Distancing

One of the Most Powerful Tools to Combat All Exposure Routes

- Maintain at least 6' separation from one another AND wear a mask any time two people are in the same indoor space
- When 6' separation is not possible, minimize contact time
- Conduct all meetings remotely, even when participants are on site
- Don't shake hands
- Minimize use of shared equipment (phones, keyboards, etc.)
- Disinfect non-disposable Personal Protective Equipment (PPE) before and after use (Face shields, hearing protection, cryogenic gloves)

Manager/Supervisor Role

Clinical Areas

Schedule breaks and meals based on University policy. Encourage employees to take breaks and eat in locations where > 6' separation is possible.

Reference checklists are available on the [URMC COVID-19 web site](#). (Intranet access required)

Click [here](#) for URMC COVID-19 signage. (Intranet access required)

Work and Lab Areas

Managers/Supervisors must redesign work areas and work practices:

- Minimize on-site workforce density (work remotely when practical, stagger shifts, etc.)
- Reorganize workspace layout, relocate workers, install barriers between workers

- Encourage employees to eat in their offices or locations where > 6' separation is possible; disinfect public tables before eating
- If people **MUST** work in close proximity in a lab environment, then masks, gloves, and eye protection must be worn by both workers

Click [here](#) for University information.

1.11 PPE Requirements

- Face masks AND social distancing are required in all indoor areas (hallways, break areas, classrooms, restrooms, etc.).
- Hand hygiene needs to be performed both before and after touching mask.
- When providing **direct patient care**, all health care workers are required to wear eye protection (face shield, disposable glasses or goggles).

Click to review the appropriate PPE chart. It will download to a new window. (Intranet access required)

Non-Clinical PPE (faculty/staff/students)

https://www.safety.rochester.edu/ih/ppe/pdf/PPE_Chart_PDF_NonClinical.pdf

Direct Patient Care (Intranet access required)

https://sites.mc.rochester.edu/media/2409735/ppe_chart.pdf

Note: Cloth face masks are not considered PPE and should not be worn in patient care areas. They are appropriate outside the medical center in combination with social distancing.

1.12 Mask AND Social Distancing

- Wearing a mask **does not replace** the need for social distancing. Masks should be used when inside any University of Rochester facility where others are present.

- Individuals who are alone in a room do not need to wear a mask, but should have one available in case someone enters the area.
- If an individual requires time without wearing a mask, they should move to an area where they are alone to remove their mask.

1.13 Wear a Mask

- When possible, limit the number of people in a room to 10 **AND** maintain 6' social distancing AND wear a mask.
- Masks must be worn in all indoor areas (hallways, break areas, classrooms, restrooms, etc.), and anytime social distancing is not possible.
- Masks should cover both the mouth and nose and should **NOT have an exhalation valve**.
- Homemade/cloth masks should not be worn in patient care areas, but can be appropriate outside the medical center in combination with social distancing.
- A mask is to be used for **one week** unless it is soiled, wet, or damaged.
- Store mask in an open paper bag/pouch when not being worn.

Medical Center

- All patient care areas should call the Hospital Stores at 5-8211.
- All other areas, including the Medical School and the medical center campus, should be sending an email request for the supplies to our COVID team at: SMHCovidSupply@URMC.Rochester.edu.

Employees: Please direct questions to your immediate supervisor.

Students: Please contact Residence Life.

University

- Eastman School of Music, Memorial Art Gallery, River Campus and off site non-medical center departments should place an online order request at: https://www.facilities.rochester.edu/forms/covid_supply/.

1.14 Eating Areas

When in line:

- Wear a mask that covers both the nose and mouth.

- Respect physical guides, such as tape on floors and signage on walls, to ensure you remain at least six feet apart.
- Eat in locations where greater than six feet separation is possible.
- Disinfect public tables before eating.
- Perform hand hygiene before and after using community amenities such as microwaves, drink fill stations, vending machines, etc.

1.15 Elevator Use

- Limit elevator occupancy to 2-4 people, depending on the size of the elevator.
- Only persons required for a patient's transport should occupy the elevator with a hospitalized patient.
- All occupants should be masked and use hand sanitizer before and after touching buttons and other surfaces.
- During times of high demand for elevators, use stairs whenever possible.

Respect social distancing in elevators.

1.16 Cleaning

Individuals are responsible for cleaning high touch surfaces before and after use, as well as public surfaces before/after eating.

Clean personal workstations at the start and end of each workday or shift. Treat everything as if it is contaminated.

In general areas such as classrooms, use an effective cleaner such as Lysol or Clorox disinfecting wipes. Refer to the specific disinfectants approved in the hospital and lab.

Environmental Services will clean and disinfect other high touch surfaces found in common areas (tables, doorknobs, light switches, etc.)

Hospital Disinfectant Information

Wear gloves and follow manufacturer instructions for kill time.

- CaviWipes – 3 minutes

- Micro-Kill Wipes – 1 minute
- Clorox Healthcare Hydrogen Peroxide Wipes – 1 minute
- Oxivir 1 and Oxivir TB – 1 minute

Lab Disinfectant Information

Disinfectants that require PPE only with prolonged use

These disinfectants can be used periodically without the need for personal protective equipment (PPE) including skin or eye protection. If using these products for prolonged duration, nitrile gloves and safety glasses or goggles are recommended. Products with low contact time, no dilution, and no required PPE are recommended.

Disinfectants that always require PPE

The following disinfectants must be used with nitrile gloves and eye protection (safety glasses or goggles). If diluting or mixing products, additional PPE including a face shield must also be worn.

1.17 Hand Hygiene Is Critical

Perform hand hygiene frequently with either soap and water OR alcohol-based hand sanitizer.

Follow proper hand-washing technique (*video may be blocked by VPN*):

<https://www.youtube.com/watch?v=bQCP7waTRWU>

Wash your hands or use hand sanitizer:

- Before touching your face for any reason
- Before preparing food or eating
- After coughing, sneezing or blowing nose
- After touching high-touch surfaces
- After using the rest room, handwashing is required
- Before and after putting on, adjusting and taking off your face mask

1.18 Proper Hand Sanitizer Use

To use:

- Put enough sanitizer on your hands to cover all surfaces (typically 1-2ml = 1-2 strokes on sanitizer pump)
- Rub your hands together until they feel dry (this should take approximately 20 seconds)

Do NOT rinse or wipe off hand sanitizer; it kills germs as it dries.

1.19 Avoid Touching Your Face

People touch their faces, on average, 20 times an hour!

Approximately 44% of the time, these touches involve the eyes, mouth and nose.

Avoid touching your face, especially your mouth, nose, and eyes. These are points for the COVID-19 virus to enter your mucous membranes where it can then establish an infection!

1.20 How to Wear a Mask

UR: <https://www.safety.rochester.edu/ih/ppe/pdf/tips-to-safely-use-your-mask-NonClinical.pdf>

UR Medicine: <https://sites.mc.rochester.edu/media/2409742/tips-to-safely-use-your-mask.pdf>

1.21 Tips for Mask Storage

- Store your mask in a clean paper bag, envelope, or paper pouch
- Put your name and date on the mask and bag/pouch
- Discard after a week or upon damage/becoming soiled
- Store bag or pouch in a clean, dry area

To create a **paper pouch** - fold a sheet of printer paper into thirds (letter style) as shown.

1.22 Summary of Requirements

- Follow Dr. Chat Bot advice to determine if you are permitted to enter a University of Rochester location (outside your dorm).
- Hand hygiene - Wash frequently and thoroughly to remove contamination and kill the virus.
- Don't touch your face - Prevents transfer of contamination to your mucous membranes (eyes, nose, mouth).
- Everyone must wear a mask to trap droplets you generate from infecting others and to block droplets from entering your airway.
- When providing direct patient care, eye protection is also required.
- Social distancing - Maintain > 6' separation and wear a mask in common spaces to reduce the risk of droplet transmission.
- Disinfect high traffic areas, shared spaces, and shared equipment.

Congratulations!