Preventing Workplace Exposure to COVID-19

What is COVID-19?

- Coronavirus Disease 2019 (COVID-19) is an infectious respiratory disease caused by a newly discovered strain of coronavirus that was first identified in December 2019, during an investigation into an outbreak in Wuhan, China.

Who is at risk?

- Illness due to COVID-19 infection is generally mild, especially for children and young adults. However, **older persons** and **persons with pre-existing medical conditions** (such as heart disease, cancer, or diabetes) appear to develop more serious complications than others.

How does it spread?

- COVID-19 is mainly transmitted from **person-to-person** through contact with respiratory droplets when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Other people can catch COVID-19 **by touching objects or surfaces** that has the virus on it, then touching their eyes, nose, or mouth.

What are the symptoms?

- Patients with COVID-19 have experienced mild (or no symptoms) to severe respiratory illness. Severe complications of the virus include pneumonia, multi-organ failure, and in some cases death.

Fever

Cough

Shortness of Breath

CDC

Symptoms can appear 2-14 days after you are exposed to the virus

Additional symptoms include:
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Seek medical attention immediately if you or someone you know has **emergency warning signs**, including:

- Trouble breathing
- Persistent pain or pressure in the chest.
- New confusion or inability to arouse
- New confusion or not able to be woken

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Follow these basic infection prevention measures to help protect you, your family, and your coworkers from exposure to COVID-19:

1. Clean your hands often.

- Wash hands often with **soap and water** for at least **20 seconds.**
- Soap and water are the best option, especially if hands are visibly dirty.
- If soap and water are not available, use a hand sanitizer that contains **at least 60% alcohol**.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

2. Follow good respiratory etiquette.

- **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 afterwards.

3. Practice social distancing.

- **Stay home as much as possible.**
- Put distance between yourself and other people. Keep at least 6 feet apart from others when possible.
- Avoid close contact with people who are sick.

4. Cover your mouth and nose with a cloth face cover when around others.

- Wear a cloth face cover when you must go out in public, for example to the grocery store or to pick up other necessities.
- The cloth face cover is meant to **protect other people** in case you are infected.
- Continue to keep about 6 feet between yourself and others. The cloth face cover IS NOT a substitute for social distancing.
- Cloth face coverings should fit snugly but comfortably against the side of the face which allow for breathing without restriction.

5. Maintain regular housekeeping practices.

- **Clean and disinfect frequently** touched objects and surfaces (workstations, telephones, and tools).
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- Use an appropriate EPA-registered disinfectant or a 10:1 – water-to-bleach solution, keeping the surface wet for several minutes to ensure any germs are killed.

6. Stay home if you're sick.

- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Stay in touch with your doctor.** Call before seeking medical care. Be sure to get care if you have trouble breathing or have any other emergency warning signs.

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The following are additional measures to decrease the spread of COVID-19, lower the impact in the workplace, and manage the stress associated with the disease.

Reduce transmission among employees.

- Notify your supervisor and stay home if you develop symptoms, test positive, or have been exposed to others with symptoms and/or a positive test for COVID-19.
- Self-monitor for signs and symptoms of COVID-19 if you suspect possible exposure.
- Do not return to work until you have had no fever for at least 72 hours, AND other symptoms have improved, AND at least 7 days have passed since your symptoms first appeared.

Implement additional workplace controls.

- Discontinue nonessential travel if possible. If you must travel, notify your supervisor.
- Hold meetings and other work gatherings in open, well-ventilated spaces if alternative means are not possible.
- Perform enhanced cleaning and disinfection if someone has been sick at the facility.
- Avoid using other employees' phones, desks, offices, work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Discourage handshaking – encourage the use of other noncontact methods of greeting.

Effectively manage COVID-19 anxiety.

- Take breaks from watching, reading, or listening to news stories, including social media on COVID-19. Use reputable sources to avoid speculation or rumors.
- Connect with others. Talk with people you trust about your concerns and how you are feeling.
- Maintain a healthy diet and exercise routine to help your immune system and mental health.
- Reach out if you need to talk. There are local national hotlines and warmlines that can help.

Keep up-to-date on COVID-19 risk factors and protective behaviors.

- **OECS** has developed a COVID-19 Help Center as a go-to for information, guidance, and best practices: https://oecscomply.com/oecs-covid-19-help-center/
- The **CDC website** provides the latest information about COVID-19 transmission: https://www.cdc.gov/coronavirus/2019-nCoV/index.html
- The **OSHA COVID-19 webpage** offers information specifically for workers and employers: www.osha.gov/covid-19
- The **MN Department of Health** has set up a COVID-19 public hotline that is open 7 a.m. to 7 p.m. The hotline number is 651-201-3920.
- The **WI Department of Health** has set up a COVID-19 public hotline. That line can be reached at 1-800-985-5990 or text TalkWithUs to 66746.
- The **ND Department of Health** has set up a health hotline at 1-866-207-2880 from 7 a.m. to 10 p.m. 7 days a week.

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Training Record
Presentation Material: Preventing Workplace Exposure to COVID-19

Company:	
Location:	

The following employees received training on the above information:

Name (Print)	Signature	Department

Instructor: _____   **Date:** _____