



COVID-19 Workplace Training

General Guidelines for All Employees

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Precautionary Measures

If you have symptoms or do not feel well, **DO NOT** report to work.

- Contact your healthcare provider and follow all medical directions to avoid possibly exposing others.
- If you have questions, contact Jennifer.

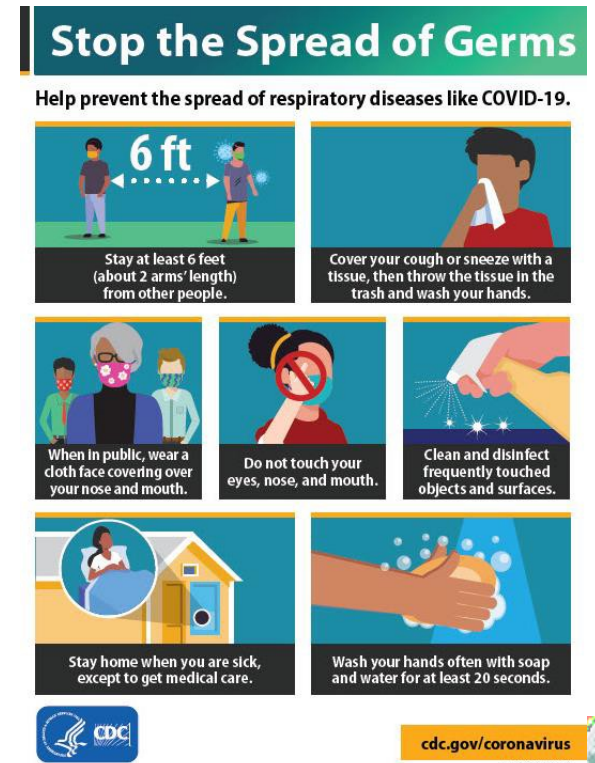
The CDC recommends frequent hand cleaning and limiting face-to-face contact with others through social distancing as the best ways to reduce the spread of COVID-19.

- “Social distancing” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:
 - Stay at least 6 feet from other people
 - Do not gather in groups
 - Stay out of crowded places and avoid mass gatherings

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- Wash hands often with soap and water for at least 20 seconds or to use hand sanitizer with at least 60% alcohol if soap and water are not available.
- If an employee's hands are visibly dirty, use soap and water over hand sanitizer.
- Key times to clean your hands include:
 - Before and after work shifts
 - Before and after work breaks
 - After blowing your nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After putting on, touching, or removing cloth face coverings



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- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid using another employee's phones, desks, offices, or other work tools and equipment, when possible.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. (Throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds.
- Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.

Follow Everyday Health Habits

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



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The CDC also recommends that people wear a cloth face covering to cover their nose and mouth in the community setting, especially in situations where you may be near people. A cloth face covering is not intended to protect the wearer, but it may prevent the spread of virus from the wearer to others.

* Face covers are to be worn at all time while on shift at SPRD with the only exception being if you are eating or drinking. (Eating should be done on break, away from patrons and coworkers)

Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



General Guidelines for All Employees

Precautionary Measures



Take Off Your Cloth Face Covering Carefully, When You're Home

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine (learn more about [how to wash cloth face coverings](#))
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

Link: [how to wash cloth face coverings](#)

Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, their co-workers and their community.

General Guidelines for All Employees

Quarantine and Isolation Protocols

Quarantine After Exposure (No Symptoms)

- After close contact with a COVID-19 positive patient (within six feet of a person for an accumulation of 15 minutes in a 24 hour period), an employee may return to work if no symptoms develop after 14 days from the last date of high-risk exposure and they remain free of symptoms. Employees cannot test out of quarantine; they must quarantine for the full 14-day period. An employee may return to work when they meet the following criteria:
 - Completion of the required 14-day quarantine period
 - Symptom free for the last 72 hours

General Guidelines for All Employees

Precautionary Measures

Stay home if you have symptoms.

An employee who has symptoms of acute respiratory illness should stay home and not report to work for 10 days after the onset of symptoms and 24 hours without the use of fever-reducing or other symptom-altering medications (e.g., cough suppressants):

- Fever of no higher than 100.0 °F
- Signs of fever (shivering, shaking, chills, body aches or muscle pain, headaches, etc.)
- Sore throat, cough, shortness of breath, or new loss of taste or smell, nausea or vomiting, diarrhea

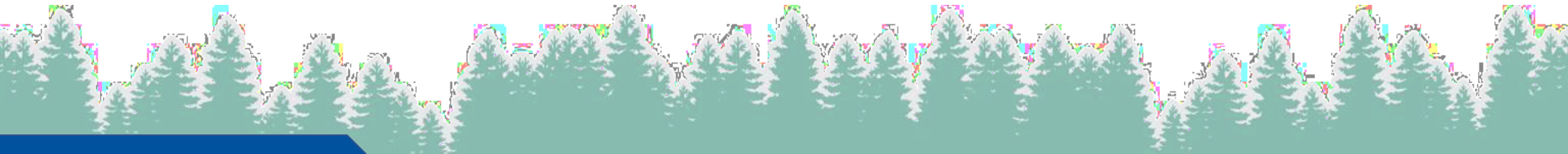
An employee can return to work if they test negative from COVID-19 and are symptom free for 24 hours. Proof of negative test result must be given to Jennifer prior to returning to work.

General Guidelines for All Employees

Precautionary Measures

Health screen requirement:

- Employees who report to work will self-screen at home daily prior to coming to work.
- An employee should not report to work and notify their supervisor immediately:
 - If the employee's temperature is above 100.0° F
 - The employee is experiencing COVID-19 symptoms such as coughing or shortness of breath, sore throat, chills, repeated shaking with chills, muscle pain, headache, or new loss of taste or smell, nausea or vomiting, diarrhea.

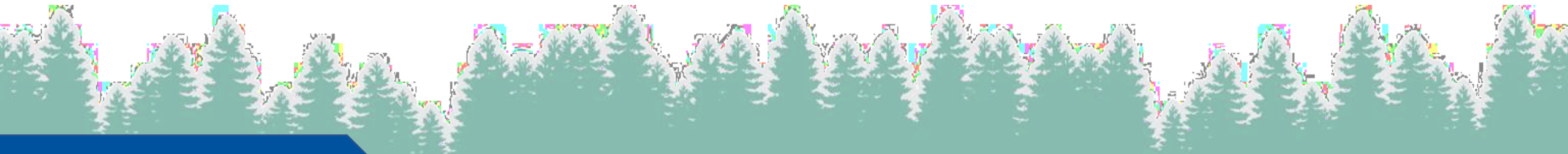


General Guidelines for All Employees

Quarantine and Isolation Protocols

An employee who experiences fever and/or COVID-19 symptoms while home or has a household member who is experiencing a fever and/or COVID-19 symptoms should not report to work.

- The employee should notify their immediate supervisor and stay home. (The employee should monitor their symptoms and call a doctor or use telemedicine if concerned about the symptoms.)



General Guidelines for All Employees

Quarantine and Isolation Protocols

An employee with COVID-19 symptoms or diagnosis of COVID-19 may return to work when:

- Three (3) days or 72 hours has passed fever-free without taking medication to reduce fever during that time; AND
- Any COVID-19 symptoms (cough and shortness of breath) have improved
- AND At least ten (10) days have passed since the symptoms first appeared.
- An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.

Key Employee Information

Key Employee Information

Logistics and Staffing

- Continue to maintain social distancing
- Face coverings are required to be worn by employees! Face shield or face covering with a vent are not acceptable.
- Talk Jennifer or Sarah to get a face cover if you don't already have one. Please call the office and remain outside until staff are able to bring a face cover prior to entering the building.

Key Employee Information

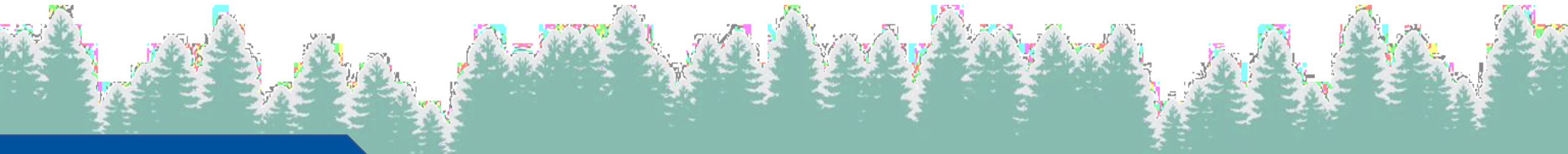
Logistics and Staffing

- Building Logistics and staffing limitations:
 - Please park with at least one spot between you and other cars.
 - Employees are to complete a self health screening every day prior to work. You are required to maintain this log. It will only be request if there you become ill.
 - Staff are only to use the single stall bathroom located between the class room and the SAGE Room. This bathroom will be cleaned twice a day.

Do your part!

People and Work Culture

- Safety remains SPRD's top priority! If something makes you feel unsafe, say something.
- Infections Disease Control Policy
 - Adopted by the Board of Directors on April 28, 2020
 - Outlines the steps the district will take to ensure safety of employees and patrons
 - Review it and if you have questions, talk to your supervisor



FYI

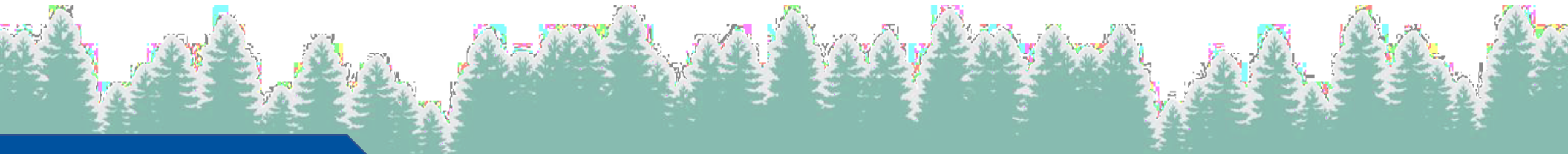
Building Access and Appointments with the Public

Building Access

- Building access will remain limited to staff and SPRD approved program patrons.
- Subcontractors who enter the building are tracked incase of necessary contact tracking.
- Face coverings are required by all who enter the building. Face shields or masks with a vent are not acceptable. Patrons will be provide with an acceptable mask if they do not have one.

Appointments with the public

- If in-person registration is required, SPRD will accommodate this. The patron will have to call and set a time. Staff will grab the necessary documents and work with the patron outside of the building to process needs.

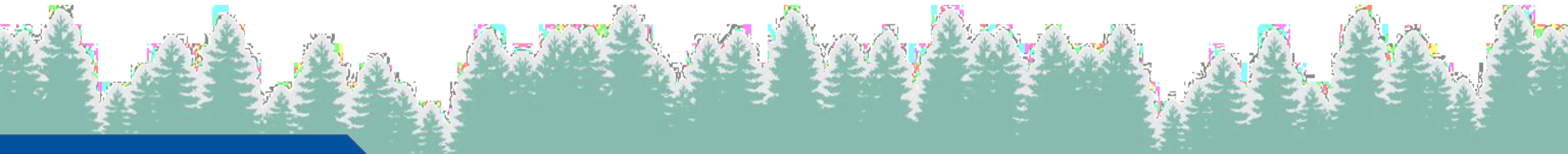


Keep in Mind

People and Work Culture

Remember -

- This is hard for all of us. Be kind and give grace.
- We don't know what we don't know.
- We all are dealing with this differently and that's ok!
- Patrons and partners may feel their personal feeling about the precautions in place. You are expected to keep professional at all times and explain that we at SPRD are taking this matter seriously and following the precautions put in place by the CDC and the State of Oregon. At no time it is ok for you to share your personal option with patrons on the restrictions in place.
- Need a place to vent? My office is open.....just sit 6 feet away from me 😊



Let's Remember

People and Work Culture

- Practices to address new COVID-19 norms until further notice:
 - Employees are encouraged to:
 - Continue to avoid certain types of on-duty and off-duty activities (e.g., mass gatherings, travel)
 - Wear face covering at all time unless eating or drinking...regardless if you are the only one in a room
 - Continue to restrict or eliminate in-person meetings when possible.
 - Physically distance in shared spaces a minimum of 6'
 - Stagger breaks and cleaning protocols
 - Avoid handshaking in personal greetings
 - As of right now, if you leave the State of Oregon, you will be required to quarantine for 14 days prior to your return to work.

Questions?

email [jennifer@ sistersrecreation.com](mailto:jennifer@sistersrecreation.com)

Completion Certificate

COVID – 19 Workplace Training

Name: _____

Date Completed: _____

Print out this page. Send completed certificate to
jennifer@sistersrecreation.com.

