COVID-19 Safety Training for On-Site Personnel

THE UNIVERSITY OF RHODE ISLAND

Created: April 9, 2020
Disclaimer

The information provided in this training is based on current information regarding best practices obtained from guidance and publications issued by the U.S. Centers for Disease Control and Prevention as well as other federal, state and local public health officials, as of the date of this training.

Special thanks to David Gillum, Director EHS-Arizona State University and President of ABSA International for assistance in preparing this training.
Training purpose

This training is designed to:

• Raise safety awareness about COVID-19.
• Provide the latest safety guidance.
• Provide instructions on how to correctly wear personal protective equipment—PPE.
Important notes

Any illnesses, including COVID-19 positive cases, in the workplace put others at risk.

If you are sick, please stay home!

Practice social distancing measures at all times.

Image: CDC
Important notes—continued

URI medical personnel and certain approved law enforcement and research personnel require **N95 respirators** or other **suitable respiratory protection** to perform their duties.

Critical employees that must be **on-site** and cannot maintain **social distancing** may request a **surgical mask** or voluntarily wear a **cloth face cover**.

Non-critical employees **should not be on-site** and, due to global shortages, **may not be** provided personal protective equipment.
Must I report to work location?

No.
- A surgical mask is not required.

Yes.
- Can I stay 6 feet away from coworkers?

No.
- A surgical mask may be requested.

Yes.
- A surgical mask is not required.

Determination process for surgical masks.
Coronavirus and COVID-19

Coronavirus disease 2019, or COVID-19, is a respiratory illness spreading from person-to-person.

COVID-19 is considered a global pandemic with community spread.

Symptoms may include fever, muscle or body aches, sore throat and cough, fatigue and headaches.
Reducing community spread of COVID-19

Take steps to protect yourselves and others:

• COVID-19 is spread person-to-person or by touching contaminated surfaces.

• No vaccine is currently available.

• **Asymptomatic individuals** can spread the disease.

• **Avoid being exposed to prevent illness.**
Cloth face covers
Cloth face covers

Cloth face covers can help prevent **pre-symptomatic** and **asymptomatic** individuals from inadvertently spreading the virus to others.

Wear cloth face covers in public when social distancing is difficult to maintain.

Image: CDC
Cloth face covers should go over the mouth and nose.

Cloth face covers are meant to protect others in case you are infected.

Image: CDC
The cloth face cover is not a substitute for social distancing.
Cloth face covers should...

Fit snugly but comfortably against face.

Be secured with ties or ear loops.

Include multiple layers of fabric.

Allow for breathing without restriction.

Be able to be laundered and machine dried.
Cloth face covers

Cloth face covers can be made at home as a voluntary public health measure.

Should not be worn by:

- Children under 2.
- Anyone who has trouble breathing.
- Anyone who is unconscious, incapacitated or unable to remove the cloth face cover without assistance.
Cleaning instructions for cloth face covers

Cloth face coverings should be routinely washed in a washing machine.

Do not touch eyes, nose, or mouth when removing cloth face covers.

Wash hands with soap and water or apply hand sanitizer after removing cloth face covers.
Sewing instructions for cloth face covers

Materials

- Two 10”x6” rectangles of cotton fabric
- Two 6” pieces of elastic or rubber bands, string, cloth strips, or hair ties.
- Needle and thread or bobby pin.
- Scissors.
- Sewing machine.
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the face cover as if it was a single piece of fabric.
Sewing instructions for cloth face covers

2. Fold over the long sides ¼ inch and hem. Then fold the double layer of fabric over ½ inch along the short sides and stitch down.

Image: CDC
Sewing instructions for cloth face covers

3. Run a 6-inch length of 1/8-inch wide elastic through the wider hem on each side of the face cover. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. **Don’t have elastic?** Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the face cover behind your head.
Sewing instructions for cloth face covers

4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the face cover on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.
Quick cut T-shirt cover—no sew method

**Materials:** T-shirt and scissors
Bandana face cover—no sew method

**Materials:** Bandana—or square cotton cloth approximately 20”x20”, coffee filter, rubber bands or hair ties and scissors if you are cutting your own cloth.

![Diagram of Bandana face cover method]

1. Cut coffee filter
2. Fold filter in center of folded bandanna. Fold top down. Fold bottom up.

Image: CDC
Bandana face cover—no sew method

4. Place rubber bands or hair ties about 6 inches apart.

5. Fold side to the middle and tuck.

6. 

7. 

Image: CDC
Cloth face covers

For tutorials about how to make cloth face covers, please visit the CDC website:

Dr. Jerome Adams, Surgeon General

https://youtu.be/tPx1yqvJgf4
Safety precautions and procedures
Safety precautions and procedures

URI personnel working on-site should follow safety precautions and practice recommended procedures to minimize the spread of COVID-19.

Be sure to discuss specific safety measures, including administrative controls, engineering controls and PPE with your supervisor.
Health screening questions

1. Are you sick or do you feel ill?
2. Do you have a fever?
3. Have you experienced any new respiratory symptoms, such as a cough or shortness of breath, within the last 14 days?
4. Have you had close contact with anyone who has tested positive for COVID-19, or who has been tested and is waiting for results while they had symptoms or in the two weeks before they began showing symptoms?
5. Have you traveled outside of Rhode Island in the past 14 days?
Social distancing

Avoid crowded places.

Maintain a distance of at least six feet—two meters—from others.

Stay outside or come back at a later time if a building is too crowded.
Social distancing in elevators

COVID-19
Elevator Safety

Help reduce the spread of COVID-19

Please exercise social distancing
Limit ONE person per elevator ride

Thank you for your cooperation and commitment to the health and safety of the URI community.

Questions?

Visit https://web.uri.edu/coronavirus/
Good respiratory hygiene

Cover mouth and nose with tissues when coughing or sneezing or use the inside of elbow.

Throw away used tissues in the trash. Do not leave on top of surfaces.

Wash hands with soap and water or apply hand sanitizer.
Good hand hygiene

Avoid touching eyes, nose and mouth with unwashed hands.

• If soap and water are not available, use a hand sanitizer that contains at least 60 percent alcohol. Cover all surfaces of hands and rub together until dry.
Voluntary use of PPE
Voluntary use of PPE

According to the CDC and the World Health Organization, the use of PPE in public areas during non-working hours is voluntary.

Check with your supervisor for information regarding the proper PPE to be used during your workday to protect yourself on the job.
Donning and doffing PPE
Donning and doffing of PPE

**Donning** and **doffing** is the practice of putting on and removing personal protective equipment.

**Donning** refers to putting on personal protective equipment.

**Doffing** refers to removing personal protective equipment.

Image: CDC
Demonstration of surgical mask and cloth face cover donning and doffing procedures
Donning a surgical mask

1. Wash hands with soap and water or apply hand sanitizer before donning a mask.
2. Place mask on face with ear loops over ears.
3. The mask should cover your nose and mouth with no gaps between the mask and your face.
4. Wash hands with soap and water or apply hand sanitizer.
5. Avoid touching the mask while wearing it.
Doffing a surgical mask

1. Wash hands with soap and water or apply hand sanitizer.
2. Use the ear loops to remove the mask avoiding touching the front of the mask or your face.
3. If the mask is in good condition and not soiled, you may reuse it.
4. Carefully place the mask into a clean Ziploc bag, labeled with the user’s name. Avoid compressing the mask. Do not seal the bag.
5. Wash hands with soap and water or apply hand sanitizer.

**Note:** If the mask was worn during an encounter with another person who displayed obvious signs of illness, discard of the mask in the trash.
Demonstration of safety glasses donning and doffing procedures
Reusing a surgical mask

If using a surgical mask and following social distancing practices, the likelihood of the mask being contaminated is very low.

1. Wash hands with soap and water or apply hand sanitizer.
2. Remove mask by holding the ear loops.
3. After removing facemask, visually inspect for contamination, distortion in shape or form. Discard in trash if soiled, torn, or saturated.
4. Carefully store in an unsealed bag labeled with your name on it.
5. Wash hands with soap and water or apply hand sanitizer.
Procedures for donning safety glasses

1. Wash hands with soap and water or apply hand sanitizer before donning safety glasses.

2. Remove the safety glasses from package or storage container.

3. Place safety glasses directly on your face. Do not set the safety glasses on surfaces.
Procedures for doffing safety glasses

1. Wash hands with soap and water or apply hand sanitizer. If wearing gloves, remove gloves before removing safety glasses.

2. Remove safety glasses. Avoid touching your eyes and face.

3. Clean safety glasses with soap and water solution. Let dry before storing them.

4. Place safety glasses in clean plastic container or Ziploc bag for reuse.
Procedures for donning and doffing gloves
Procedures for donning gloves

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

2. Select properly sized gloves.

3. Don one glove per hand.

4. Inspect gloves for any tears or holes and replace gloves if any defects are detected.
Procedures for doffing gloves

1. Grasp the outside edge near your wrist.
2. Peel away from your hand, turning the glove inside-out.
3. Hold in opposite gloved hand.
4. Slide ungloved finger under the wrist of the remaining glove.
5. Peel off from inside, creating a bag for both gloves.
6. Discard gloves in the garbage.
Surface disinfection
A list of approved disinfectants is available here:

https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Clean and disinfect frequently touched surfaces twice a day.

- Computer, keyboard and mouse.
- Doorknobs and door handles.
- Faucet handles and light switches.
- Phones.
- Tables, desks and countertops.
- Tools and other shared equipment.
Disinfection guidelines

URI has created surface cleaning and decontamination guidelines for coronavirus and other respiratory viruses. Please contact your supervisor for additional information.

URI conducts COVID-19 safety risk assessments to recommend best practices. Any on-site employee can request a risk assessment.

Please call URI’s information hotline at 401.874.3082, M – F 10 am-5pm for more information.
“The Rhody family is a strong one. These extraordinary circumstances will bring us closer together and leave us better prepared for the unforeseen challenges that lie ahead. Thank you for the support you have already extended to the University and to those who need this encouragement around the world. I remain grateful and honored to be a part of this caring community with you and your fellow Rams”.

—David M. Dooley-President of The University of Rhode Island
Questions?

Please call the following numbers for additional information:

- If you are a student and become ill, contact URI Health Services at 401.874.2246 to speak with a nurse.
- Environmental Health & Safety Department at 401.874-7993 or srm@etal.uri.edu for questions related to PPE use.
- All other inquiries, contact URI’s COVID-19 information hotline at 401.874.3082, M – F 10AM-5PM or https://web.uri.edu/coronavirus/.